

Collection 3048

**United American Indians of the
Delaware Valley, Inc.,
Records**

**1963-1992 (bulk 1970-1992)
96 boxes, 52 vols., 48 lin. feet**

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Abstract

The United American Indians of the Delaware Valley, Inc. (UAIDV), an urban non-profit corporation, was established in June 1970 as a social center for Native Americans in the Philadelphia metropolitan area. Beginning in 1974, in addition to social events, the organization's purpose has also included promoting the general welfare of Native Americans in the area, by providing educational, economic, and cultural advancement through grants from the federal government and from private sources. The UAIDV offers adult basic education courses, as well as programs that prepare Native Americans for high school equivalency examinations. In addition, the UAIDV helps Native Americans locate employment or on-the-job-training opportunities and provides counseling on employment seeking techniques. Other programs offered have included referrals for housing, AIDS awareness and prevention, and substance abuse services. Cultural and social programs sponsored by the UAIDV include annual Pow Wows and other special events, youth activities, senior citizen assistance, and arts and crafts classes. The center hosts the Native American Theater and a Creative Craft Circle. As of 2004, the organization remains in existence and is located at 225 Chestnut Street, where it houses and administers the Philadelphia Native American Museum and a Gift Shop.

The records in this collection include bylaws, administrative and governance correspondence and related materials, staff and community meeting minutes, membership records, officer election materials, financial records, personnel files, and client files. The bulk of the collection consists of administrative and technical assistance program materials, and includes educational and career counseling, job placement, and job training program materials. There are a large number of reference materials related to the programs. Also included are a few audio-visual education sources, and several photographs. Some restrictions apply to certain records (see pages 40-42).

Background note

In 1970, in response to the growing need for social services among the Native American community of the greater Philadelphia area, a group of dedicated American Indian individuals, devoted to preserving the legacy of a native culture, founded the United American Indians of the Delaware Valley, Inc. (UAIDV). Housed initially at the

Roxborough YMCA, the UAIDV was a center where Native Americans could socialize, as well as strengthen and maintain their cultural identity.

In the spring of 1974, UAIDV was legally incorporated as a private non-profit organization, and on June 30, 1975, the IRS designated them as a publicly supported organization – not a private foundation. Among the initial organizers was William. H. Lynch, a Cherokee, who became the organization's first executive director in July 1974.

The two largest problems Native Americans identified at that time were a high unemployment rate and a low educational level. Many Native Americans were found to lack the skills and experience necessary to compete for employment. To address these problems the UAIDV expended their organizational objectives, focusing on providing opportunities for local Native Americans to be involved in educational, cultural, recreational, and other programs that help them achieve economic and social success.

In 1974, with a core administration grant from the Office of Native American Programs (ONAP) through the U.S. Department of Health, Education and Welfare (DHEW), the UAIDV became a multi-service center. They offered adult educational programs, counseling and employment services, social and cultural activities, transportation, food, clothing, and other supportive social services.

Once this grant was obtained, Mayor Frank L. Rizzo provided a small office in the Philadelphia City Hall Annex to house the center and its activities. In 1976, the DHEW's Office of Federal Property Assistance donated a house at 225 Chestnut Street, on a thirty-year lease for UAIDV's use, after which time the UAIDV will own the property outright. The organization has occupied this building since March 29, 1976. The Philadelphia Native American Museum and a Gift Shop are also housed and administered there.

Native Americans who reside within the Philadelphia Metropolitan area are eligible to receive services from the UAIDV. Membership is divided into three classifications: "Indian membership," "associate membership," and "honorary membership." To qualify for Indian membership, a person must prove that he or she is enrolled in an Indian tribe or reservation, and is of at least one-fourth Indian ancestry. To qualify for associate membership, a person must manifest a genuine interest in the Indian community and the activities of the UAIDV. Honorary membership qualifies a person who manifests a genuine interest in the Indian community, but due to geographic distance or other limitations, cannot actively participate in the activities of UAIDV.

In 1974, the UAIDV membership was over three hundred Native Americans. As of 1980 there were over five hundred and fifty members, representing thirty-three tribes; approximately one hundred and fifty members were active participants in program activities.

The organization's program operations are divided into two related parts: an educational program and a workforce program. The educational program provides classroom instruction in Adult Basic Education (ABE), Adult Advanced Education (AAE), and job

preparation. ABE is an instructional program designed to satisfy the needs of those individuals who have not met the requirements of General Equivalence Diploma (GED) programs and who must develop proficiency in basic skills such as reading, writing, and computation. These programs are administered by the Philadelphia School District, and operated under an open enrollment policy for members of UAIDV. Additionally, the educational programs assist Native Americans who desire to continue their education by attending college. Such assistance may include college selection, examination preparation, and securing financial assistance.

The GED program, also called High School Equivalency, prepares candidates to pass five tests – writing skills, social studies, science, reading, and general math – in order to qualify for a secondary school diploma. The diploma will assist individuals in obtaining better employment opportunities, job advancement, and entrance to higher institutions of learning. During the period from 1974 to 1979, approximately seventy participants were enrolled in the education program.

Six hundred and fifty-five participants completed the GED and either went to vocational training or found unsubsidized employment. UAIDV assists their members in obtaining temporary or permanent employment through the job development component of UAIDV's Manpower program. This program develops connections with potential employers and makes placements. Assistance may include vocational training, on-the-job training, or direct referral to a local company. Before an applicant is selected and referred to training or other employment program activities, his or her educational achievement level and vocational interests are assessed, resulting in the formulation of an individual plan for each enrollee.

Counseling, provided by a career counselor on an individual or group basis, is an ongoing part of all regular employment program activities. It can be psychological in nature, more specifically related to vocational problems, oriented toward the family and the external environment, and/or focused on career and educational planning. Contact is initiated by the counselor or is available on demand by the participant. When the need arises, UAIDV also makes professional counseling available through outside referrals for the clients, when an individual requires the attention of a medically trained counselor.

UAIDV has found that, for some of their participants, employability depends on the availability of support services. These include health care and medical services, residential support, family planning, legal services, childcare, and transportation to enable them to accept employment. Among the organization's efforts are health enrichment campaigns that stress prevention, as well as treatment. Towards this end, UAIDV established a contract with the U. S. Public Health Department that offers free medical services to the Indian community, including preventive, diagnostic, and therapeutic services. As a part of the contract, some clients receive training as medical records clerks, assistants to physical therapists, lab technicians, and nursing assistants. In the late 1970s, Irene Wright, a Native American member with a degree as a Registered Nurse, provided patient surveys, primary care to the housebound, and health education.

UAIDV began as a cultural and social center and has continued this focus with the addition of programs on American Indian studies and arts and crafts instruction. The organization also maintains an American Indian trading post at the center where Indian arts and crafts are sold to the public. The organization's dancers, wearing full regalia, participate in annual Indian Pow Wows and various events within the greater Philadelphia area.

The UAIDV maintains a small, non-circulating library with books on the history of tribes, videotapes showing Pow Wow regalia and dances, photos from Philadelphia Pow Wow gatherings and parades, as well as recordings of traditional songs and performances by local musicians.

The Native American Fall Festival is another occasion where Native American culture is presented in a public venue. The emphasis is on intertribal dance and the public exhibition of Native American cultures, including opulent displays of traditional regalia: eagle feathers, elk skin, and intricate beadwork, a craft taught for generations. The host drummers provide the music and accompanying songs in native languages.

The UAIDV publishes the *Rising Sun* newsletter, a free bi-monthly publication that was begun in the 1980s and was initially produced by one of the job development specialists, who had a background in public relations. The newsletter endeavors to inform Native Americans about the services available to them through UAIDV, and to allow others to learn in what manner they may help Native Americans. UAIDV also produces and distributes posters advertising their services.

To provide its programs and services, the UAIDV receives both federal grants and private funds. In November 1974, the UAIDV entered into a consortium agreement with the Coalition of Eastern Native Americans, Inc. (CENA) under public Law 93-203, title III, Section 302, Indian Manpower Program. CENA was a private non-profit agency working for the social, educational, and economic advancement of its member tribes, groups, and organizations. Since October 1974, the CENA consortium was eligible to be a prime sponsor of the Labor Department's Comprehensive Employment and Training Act (CETA). The Department of Labor (DOL), as the Manpower Administration, designated the UAIDV for prime sponsorship of a comprehensive manpower program for the purpose of servicing eligible participants.

With the help of supplemental funds from CENA, William H. Lynch recruited a staff of experts to provide a full range of needed services. A board of directors, an executive director, an advisory council, and board committees govern the UAIDV. The board committees are entrusted with various responsibilities, broken into the following structure: program, public awareness, membership, finance, planning, bylaws, elections, advisory, Pow Wow, social, personnel, grievance, nominations, and cultural. The CETA service area for the UAIDV was limited to five counties in the Philadelphia area – Bucks, Chester, Delaware, Lehigh, Montgomery, and Philadelphia – but other services extend over the entire Metropolitan area.

The organization received its first grant in April 1975 through the Department of Health, Education, and Welfare's Office of Native American Programs (ONAP) in order to serve more than 3,000 Native Americans residing in the Delaware Valley. In 1976 the organization operated a budget of \$159,940 under two grants: one from ONAP, and the second from CETA, Title III, of the Department of Labor. The ONAP grant was used primarily for the establishment of a core-administration to oversee programs. Eighty percent of CETA funds were designated for employment and training programs, which included job development and adult basic education, with the remainder used for administration.

As of December 31, 1978, while fulfilling the needs of clients, an estimated \$489,250 had been placed back into the economy as a return on the UAIDV investment in people, as many who previously did not contribute to the economy joined the workforce. From September 1975 to December 1979, approximately \$851,000 was administered by UAIDV for CETA related services and activities; one hundred and eighty five formerly unemployed, underemployed, and/or economically disadvantaged Native Americans joined the force.

The organization studies community statistics regularly, providing its own mini-censuses and surveys. For example, they learned that by the end of the 1980s, sixty-eight percent of the American Indian population in the Philadelphia area was twenty years of age or younger; the average for the highest educational level achieved was eighth grade; unemployment of Native Americans was at twenty-six percent; the average family income was \$8,000; forty-five percent of Philadelphia Native Americans lived in substandard homes; and the incidence of teenage pregnancy and drug and alcohol abuse was sixty percent of the population in the area. The UAIDV continued coordinating its program efforts to attack the root causes of these problems.

Despite early success, however, in 1978 the UAIDV began experiencing severe internal management problems. On July 13, 1978, William H. Lynch, the executive director, was fired without adherence to due process, and in October of that year a new executive director, Louise D. Smith, was appointed to replace him. The DHEW's investigations of financial management procedures during the period from 1977 to 1978 found that grant monies of the Administration for Native Americans (ANA) were used for non-grant purposes. Furthermore, all money coming into UAIDV had not been properly accounted for, and the center's fiscal transactions had not been consolidated into a single financial system.

The tension resulting from the chaotic management and climate at the center became apparent in February 1979. This tension was followed by a few resignations. The reasons for dissatisfaction included a lack of the "necessary respect between supervisors and staff" and an absence of established job descriptions and guidelines. In 1979, it became clear that UAIDV's funding through the DHEW grant was in jeopardy, due to the administrative and managerial difficulties of that year.

The DHEW, as an administrative organ that provided funding for the administrative training and technical assistance to management staff, suggested a number of options to

the Board and community as a way to overcome their problems. With this assistance, new bylaws were developed; new personnel policies and procedures, as well as position descriptions, organizational charts and other administrative structures were designed.

Despite these efforts, several new dismissals and resignations followed. On March 13, 1980, the Board dismissed Louise D. Smith. In April 1980, Gerard Rancourt Tsonakwa, of the Abanaki tribe of Canada, was appointed the executive director.

DHEW placed a stipulation of substantial positive improvement in management and capability in order to receive the 1980 grant funds. In May 1980, the ANA grant #313/06 was "frozen because of the fiscal turmoil," which had followed the dismissals and resignations. After the ANA grant was suspended, Tsonakwa served for a period without pay, and opened a public exhibit of four hundred and fifty Indian artworks from his own collection to mount a fund drive to pay for operating expenses.

The tension in management continued in 1981. In addition to the DHEW grant issues, CETA also designated the organization as a high-risk grantee. Apparently, UAIDV eventually restored managerial order, and the grants were renewed.

Beginning in about 1983, the UAIDV received funds from the Department of Labor under the Jobs Training Partnership Act (JTPA) for training and job placement of American Indian adults eighteen and older who were unemployed, underemployed, or economically disadvantaged. A nationwide transition from the Comprehensive Employment and Training Act to the Jobs Training Partnership Act placed renewed emphasis on the need for public/private partnerships. The transition also brought new quarterly and annual reporting forms, performance standards, community benefit programs, and community service employment.

Presently, in 2004, the UAIDV is active and continues to provide its programs and services to eligible American Indian descendants. The current president of the Board of Directors is William H. Lynch.

Scope & content

The records of the United American Indians of the Delaware Valley, Inc. document the history of the organization and its mission and goals. The collection offers additional research value through documentation of various efforts by the organization and by the federal government to advance the educational, economic, social, and cultural status of Native Americans in the greater Philadelphia area. The efforts documented in grant applications and proposals illustrate the program objectives and goals that included assistance in adult basic education, job counseling, and job placement. The reports, grant evaluations, and audits provide insight into the program achievements. Some audits illustrate managerial difficulties that resulted in the temporary decline of grant awards. Other records, such as statistical surveys, help to elucidate the main problems facing Native Americans in urban areas; and the meeting minutes as well as program documentation indicate the UAIDV's response to this community's needs. In addition, this collection gives the researcher some familiarity with other supportive programs

offered to Native American clients, as well as with the culture and traditions of many native tribes and nations served by the organization. The collection spans 1963 to 1992, with the bulk of the materials concentrated from 1970 to 1992. The series arrangement reflects the organization's operations, the programs implemented, and the sources of the grants awarded.

The first series, *Administrative*, which covers from 1970 to 1991, contains thirty-one boxes of materials that provide overview information about the organization's operations, structure, management, and employees. Included are bylaws from 1971 to 1985, staff meeting minutes from 1975 to 1987, and employee personnel records from 1973 to 1989. Employee records are restricted, some for twenty-five years from the date of document creation, others for seventy-five years.

The management records make up a significant portion of the first series. The records include files of seven presidents of the board of directors from 1974 to 1987, six executive directors from 1975 to 1990, two administrative assistants from 1981 to 1982, a treasurer from 1976 to 1977, three financial managers from 1976 to 1982, the planning office from 1975 to 1988, a community coordinator from 1982 to 1990, and other administrative staff from 1978 to 1985. These materials are mostly correspondence, but also include procedure policies, lists of members, job descriptions, resumes, information about the duties of management staff and committees, the board of directors' meeting minutes, and program reports submitted to the management staff. The remaining administrative materials include employee records, some of which are restricted, and telephone logs of local and long distance calls.

The second series, *Financial*, contains seventeen boxes of materials from 1974 to 1990, including ledgers, financial statements, grant status reports and budget reports, tax information, payroll, employee insurance materials, and disbursement vouchers.

The third series, *Membership community*, covering the period from 1971 to 1989, contains two boxes of materials that are members' meeting minutes from 1974 to 1987; applications, lists of members, member visitor registers, surveys, and mailing plates; and officer election materials from 1978 to 1984.

The fourth and largest series, *Programs*, constitutes the heart of the collection, covering the period from 1975 to 1992. Materials of this series are housed in forty-four and a half boxes. These materials provide an insight into the organization's program planning and best explain their program goals and accomplishments. Materials include applications for grants; program proposals and objectives; evaluations and audits; correspondence; guides and manuals; and reports on programs' progress, budget, and status.

This fourth series is more complex than the others, containing several additional layers of subdivisions – subseries, groups, subgroups, and sub-subgroups. This arrangement is in accordance with the program objectives and hierarchy of program grant sources. There are five subseries in the *Program* series.

The first subseries 4.A. *Administrative training and technical assistance* pertains to the programs granted by the Office of Native American Programs (ONAP), and the Administration for Native Americans (ANA). These grants were awarded to provide administrative training and technical assistance to organizations working on Native American programs, offering guidance and funding to enable the formulation of bylaws, personnel policies, and financial management systems. The funds also were intended to assist in training staff to plan programs and obtain funds to support these programs. The subseries includes materials illuminating the organization's efforts and accomplishments to bring change to its management system by providing management objectives pertaining to monitoring and reporting. The 4.A subseries is housed in six boxes and organized in nine groups, numbered from 4.A.1. to 4.A.9, with the first eight representing grants from #313-01 to 313-08. The last group is: 4.A.9. *General information, guidelines, and manuals*.

The second subseries 4.B. *Job training, job placement, and counseling (CENA, CETA and JTPA)* is housed in twenty-nine boxes and organized into four groups: 4.B.1, 4.B.2, 4.B.3, and 4.B.4. The first of these, 4.B.10. *CENA* contains materials from 1973 to 1986 and provides information about the Coalition of Eastern Native Americans, Inc., a consortium, of which UAIDV has been a member since 1974. Included are general policies and procedures from 1974, bylaws from 1975, membership applications from 1975 to 1977, and a list of board of directors from 1977.

Group 4.B.2 *CETA*, contains materials pertaining to the programs provided under the Comprehensive Employment and Training Act of 1973. These programs were developed primarily for training and job placement services, including adult general education. Group 4.B.2 is divided into eight subgroups in accordance with the type of records or programs: 4.B.2.a. to 4.B.2.h.

Subgroup 4.B.2.a. *General information, guidelines, and manuals* is organized chronologically and comprises four boxes. Included are general instruction materials, studies, analysis, guides, manuals, rules, and regulations related to counseling and job training from 1974 to 1989.

Subgroup 4.B.2.b. *General correspondence and miscellaneous* contains mostly correspondence with other American Indian organizations relating to the CETA programs. Materials in one box from 1970 to 1983 are arranged chronologically.

The subgroup 4.B.2.c. Title III, referring to obtaining a general education diploma and subsequent job placement, comprises six boxes and includes ten sub-subgroups, from 4.B.2.c.1 to 4.B.2.c.10, six of which pertain to different contracts of the grant under the Title III, from 1974 to 1984. The last four sub-subgroups pertain to job developers' files belonging to individuals working in that capacity, organized chronologically from 1975 to 1983; general administrative files in chronological order from 1974 to 1980; chronologically organized program directors' files for individuals in the position, covering the period from 1975 to 1983; and youth programs provided under Title III, from 1977 to 1982.

Subgroup 4.B.2.d. *Title VI* includes six folders of materials from 1975 to 1979 related to the Emergency Jobs Programs Extension Act of 1976.

Subgroup 4.B.2.e. *Title II-D* includes two folders of materials with information about programs implemented in the period from 1979 to 1980 to train Native Americans for day care work.

Subgroup 4.B.2.f. *Career counseling* constitutes six boxes and includes three sub-subgroups. The first of these, 4.B.2.f.1. *General*, provides guidelines and instructions from 1975 to 1985 regarding career counseling. Materials in sub-subgroup 4.B.2.f.2. *Occupational profiles and job announcements* are arranged alphabetically by occupation title, and in 4.B.2.f.3. *Job openings*, by organization name.

Subgroup 4.B.2.g. *Vocational education* comprises two boxes of material that covers the period from 1974 to 1989. This subgroup is organized alphabetically by organization name, and includes mostly correspondence, as well as directories of many of the organizations.

Materials in subgroup 4.B.2.h. *GED/ABE* constitute six boxes and relate to general education programs, and include five sub-subgroups. The first sub-subgroup, 4.B.2.h.1. *General*, which is organized chronologically, covering from 1970 to 1983, contains adult educational course announcements, education service bulletins, adult basic education guidelines, and financial aid information. Materials in sub-subgroup 4.B.2.h.2. *Indian cultural program* also relate to educational programs, providing information about the culture and traditions of American Indian tribes and nations, listed alphabetically by tribe name. Sub-subgroup 4.B.2.h.3. *Student files* is restricted until the period from 2050 to 2059. In sub-subgroup 4.B.2.h.4. *College catalogs and related materials*, which is arranged alphabetically by college name, are catalogs and related correspondence from thirty colleges and universities from 1972 to 1990. The last sub-subgroup 4.B.2.h.5. *Title IV C*, which refers to the education programs under Adult Education Act of 1966, Title IV C, provides materials from 1970 to 1981.

The next subgroup, 4.B.3. *JTPA*, which comprises two boxes, includes materials of programs granted under the Job Training Partnership Act. This act was a transition from the Comprehensive Employment and Training Act (CETA), which also provided job placement. Included are materials from 1983 to 1987.

The last subgroup of Subseries B, 4.B.4. *CETA/JTPA client files*, constitutes one box of material that contains information about client status. In order to respect individual privacy the materials in client files are restricted until the period from 2007 to 2057.

Subseries 4.C. *Other of the Program* series comprises one and a half boxes of material that includes information about supportive programs, such as child welfare, housing, health care, legal services, women's programs, social programs, and senior citizens' assistance.

Rounding out the *Program* series is subseries 4.D. *Reference files*, which comprises six boxes, includes miscellaneous reference materials pertaining to programs, and subseries

4.E. *Audio-visual*, which contains educational media materials that are housed in two boxes.

The remainder of the collection is Series 5. *Photographs and Artifacts*, which consists of sixty-six mostly undated photographs, seven contact sheets, one slide, one negative, and an artifact.

Some materials contain sensitive personal information and are restricted for research. For the list of specific restrictions in the collection please refer to pages 39-41 of this finding aid.

Overview of arrangement

Series I	Administrative, 1970-1991, n.d.	31 boxes
	A. Operations and organizational structure, 1970-1988, n.d.	10 folders
	B. Bylaws, 1971-1985, n.d.	18 folders
	C. Correspondence, general, 1972-1990, n.d.	10 folders
	D. Staff meetings, minutes, and memoranda, 1975-1987	17 folders
	E. Presidents and board of directors, 1973-1989	2 boxes
	F. Executive directors and administrative assistants, 1972-1990, n.d.	8 boxes
	Some restrictions apply	
	G. Treasurer, financial manager, and planning office, 1975-1988, n.d.	2 boxes
	H. Community coordinator, 1982-1990, n.d.	3 boxes
	I. Other administrative staff, 1978-1988	3 folders
	J. Employee, 1973-1989, n.d. Some restrictions apply	7 boxes
	K. Telephone logs, 1975-1991	5 boxes
Series II	Financial, 1974-1990	17 boxes
	A. General, 1974-1990, Some restrictions apply	6 boxes
	B. Vouchers, 1974-1990	11 boxes
Series III	Membership Community, 1971-1989	2.5 boxes
	A. Meetings and minutes, 1974-1987	10 folders
	B. Membership applications and lists, 1971-1989	2 boxes
	C. Elections, 1978-1984	5 folders
Series IV	Programs, 1963-1992, n.d.	44.5 boxes
	A. Administrative training and technical assistance (ONAP - Office of Native American Programs/ANA - Administration for Native Americans), 1970-1989, n.d.	6 boxes
	1. Grant #313-01, 1974-1976	6 folders
	2. Grant #313-02, 1975-1976	6 folders
	3. Grant #313-03, 1974-1978	18 folders
	4. Grant #313-04, 1977-1980	1.5 boxes
	5. Grant #313-05, 1978-1979	2 folders
	6. Grant #313-06, and Grant 3E3-01, 1978-1980	7 folders
	7. Grant #313-07, 1980-1981	7 folders
	8. Grant #313-08, 1979-1981, Some restrictions apply	4 folders
	9. General information, guidelines and manuals, 1970-	2 boxes

1989, n.d.	
B. Job training, job placement, and counseling (CENA – Coalition of Eastern Native Americans, CETA – Comprehensive Employment and Training Act, and JTPA – Job Training Partnership Act), 1966, 1970-1992, n.d.	29 boxes
1.CENA, 1973-1986, n.d.	10 folders
2.CETA, 1966, 1970-1992, n.d.	26 boxes
2.a. General information, guidelines, and manuals, 1974-1989, n.d.	4 boxes
2.b. General correspondence and misc., 1970-1983, n.d.	1 box
2.c. Title III, 1974-1984, n.d.	6 boxes
2.c.1. Contract #99-5-171-30-111, 1974-1976	6 folders
2.c.2. Contract #99-6-362-30, 1975-1976	4 folders
2.c.3. Contract #99-6-477-30-6, 1975-1977	4 folders
2.c.4. Contract #99-7-477-30-58, 1975-1979	13 folders
2.c.5. Contract #99-9-477-30-136, 1978-1982, Some restrictions apply	9 folders
2.c.6. Contract ##99-1-477-30-156, 1979-1984, Some restrictions apply	11 folders
2.c.7. Job developers' files, 1975-1983	2 boxes
2.c.8. Administrative files, general, 1974-1980	6 folders
2.c.9. Program directors' files, 1975-1983	1 box
2.c.10. Youth program, 1977-1982, n.d.	1 box
2.d. Title VI, 1975-1979	6 folders
2.e. Title II-D, 1979-1980	2 folders
2.f. Career counseling, 1968-1992, n.d.	6 boxes
2.f.1. General, 1975-1985	1 box
2.f.2. Occupational profiles and job announcements, 1976-1978, 1987, n.d.	1 box
2.f.3. Job openings, 1968-1992, n.d.	4 boxes
2. g. Vocational education, 1974-1989, n.d.	2 boxes
2.h. GED (General Education Diploma)/ABE (Adult Basic Education), 1966, 1970-1990, n.d.	6 boxes
2.h.1. General, 1970-1985, n.d.	1 box
2.h.2. Indian cultural program, 1966, 1972-1980	1 box
2.h.3. Student files, 1975-1984, Restricted	1 box
2.h.4. College catalogs and related materials, 1972-1990, n.d. Some restrictions apply	2 boxes
2.h.5. Title IV C, 1970-1981	1 box
3. JTPA, 1983-1987	2 boxes
4. CETA/JTPA client files, 1975-1986, Some restrictions apply	1 box
C. Other, 1974-1990, n.d.	1.5 boxes

	D. Reference files, 1963-1990, n.d.	6 boxes,
	E. Audio-visual, 1978, n.d.	2 boxes
Series V	Photographs and Artifacts, 1980, n.d.	1 box

Series description

Series 1. Administrative, 1970-1991, n.d. (Boxes 1-30, FF #1, 2, 4)

A. Operations and organizational structure, 1970-1988, n.d..

This subseries includes notes on UAIDV history, a certificate from 1975 of the UAIDV's membership with CENA, and a membership agreement with CENA from 1976. Also included are program aims from 1977 to 1988 and building renovation proposals from 1977 to 1978. Other materials are: an article of incorporation from 1979, and organizational and committee structures from 1975 to 1980.

Of note is a draft of organizational evaluation from 1979 that includes information about the UAIDV background, a summary of funding, and the grantee's "severe internal problems" with ANA grants in 1977 and 1978. The report contains numerous recommendations for improvement. Materials are housed in ten folders.

B. Bylaws, 1971-1985, n.d.

In this chronologically organized subseries is a charter from 1971, drafts of bylaws for revisions from 1974 to 1985, and bylaws approved in 1978 and 1980. The UAIDV reexamined its bylaws several times to make them more compatible with changes in the organization's operations. Of note were some major changes to the bylaws in 1976, pertaining to the types of membership, the organization's goals, objectives, structure, and officers' duties. In 1979 the amendments were particularly concerned with the regulation of meetings, included provisions related to committees, and also documented major changes concerning the employee hiring policy, job descriptions, disciplinary actions, and other policies and procedures. There are also bylaws committee correspondence from 1975 to 1977 and minutes of the committee meetings from 1979. Materials of this subseries comprise twenty-eight folders.

C. Correspondence, general, 1972-1990, n.d.

This subseries is comprised of ten folders and is organized chronologically. The correspondence covers a range of issues. There are letters that demonstrate interest in the UAIDV from American Indian individuals and organizations, and the UAIDV's interest in other American Indian organizations. Other letters pertain to acts affecting federally recognized tribes, tribal needs, and improvement in services for Native Americans. A number of letters include invitations to participate in different campaigns and conferences hosted by various organizations working for Native Americans. Among the many organizations represented are the Office of Native Americans, the U.S. Department of Interior, the Philadelphia Department of Public Health and Mental Retardation, and the Center for Constitutional Rights.

D. Staff meetings, minutes, and memoranda, 1975-1987.

This subseries includes sixteen folders of minutes from staff meetings that are complete for the years from 1976 to 1987. Throughout most of this period staff meetings occurred on a weekly basis. Most of the minutes are short notes. The minutes include lists of officers present and excused, lists of new staff, old business, new business, names of clients scheduled for programs, outreach, public relations, and topics of interest for discussions. The recorded topics of discussions included: job development planning and reporting, status of the programs and training, clients' status, newsletter publications, committee reports, development of procedural operation manuals and resignation announcements.

Additionally, this subseries includes memoranda from 1976 to 1979 concerning internal business of the organization. The subjects of the memoranda include: administration of programs and program evaluations; announcements about new positions and new employees; staff training session schedules; implementation of new time sheets; and group health insurance.

E. Presidents and board of directors, 1973-1989. The policy-making arm of the organization is the board of directors, which is representative of the membership served by the programs. The board members are elected annually by the membership.

This subseries, which contains two and a half boxes, is organized into two parts. The first part contains presidents' files arranged chronologically, and labeled in accordance with the individual serving in the capacity. The second part contains the board of directors' files.

Seven presidents of the board of directors are present in this subseries: William H. Lynch, Robert Lynch, Mack C. Lynch, Linquest Clark, Joel Stewart, Charles Croft, and Charles Harley. There is no detailed information in the collection as to when board members were elected or appointed for positions, and it is unclear why some of the files in this subseries overlap in dates.

This subseries includes correspondence from 1974 of President William H. Lynch, however, it is known from other files in Series 1.F that from 1974 to 1978, William H. Lynch was the executive director. There is no information in the collection regarding this variance. On July 13, 1978, William H. Lynch was dismissed as executive director. Furthermore, William H. Lynch was appointed the President of the Board of Directors in August 1980, but materials in his files in this subseries do not start until 1982.

President William H. Lynch's primary correspondents, and the subjects of correspondence in this subseries include the following: the Commonwealth of Pennsylvania Insurance Department — regarding employment and positions available; the American Indian Society of Pennsylvania — regarding programs; the Indian Rights Association — an invitation to participate in a TV interview; and the Council of Three Rivers American Indian Center, Inc. — invited the UAIDV to

participate in their first annual Pow Wow. Other correspondents include the Coalition of Eastern Americans, the National Congress of American Indians, the Department of Housing and Urban Development, the Coalition of Indian Controlled School Boards, Inc., and the U. S. Department of Health, Education, and Welfare.

Of note is a memorandum from Karl A. Funke & Associates, Inc., regarding congressional appropriations for the Administration for Native Americans (ANA) in 1984, and the proposed transfer of ANA to the Bureau of Indian Affairs. In 1983, William H. Lynch sent letters to Congressman William H. Gray III regarding ANA funding, and to the City Representative's Office referring to the City Council grant.

The correspondence of President Robert Lynch, whose files are from 1973 to 1975, includes letters from the Coalition of Eastern Native Americans, Inc. (CENA) pertaining to the operational phases of this organization, and containing suggestions for UAIDV policies and procedures. Other correspondence concerns the Native Americans and the Bicentennial, and the Pennsylvania State Task Force to assess the needs of Native Americans. Robert Lynch resigned from this position on January 16, 1975.

The 1976 files of President Mack C. Lynch include information about meetings, grant planning, the CENA/CETA budget for UAIDV, festivals of American folk life, and community activities. Included is a CENA education questionnaire, and a letter from DHEW regarding the UAIDV evaluation in 1976.

It is unknown when Linquest Clark was appointed to serve in the capacity of president, but the materials in his files are from 1977 to 1980. The files contain the information that on October 8, 1977, William H. Lynch was elected by the general membership to succeed Ralph Hammond as Chief of the UAIDV Council, and that Mack C. Lynch was appointed the assistant Chief. There are documents pertaining to Joseph Wright's resignation as Arts and Crafts chairperson in November 1977. Linquest Clark, who was disappointed by Joseph Wright's resignation, wrote: "When the elected leaders fail to provide direction or establish policies, etc. for an organization, it is indeed likely to collapse. Little or no direction has yet been provided. This is in the process of changing as the current Board of Directors will be dictating the policies and will be calling upon the staff at times for advice and to implement those policies, which affect the programs."

Notable is a memorandum of a monthly report from November 1977 on implementation of the CETA program. This report provides information that in 1976 there were one hundred and seventy-six clients involved with CETA programs.

President Joel Stewart's files, from 1979 to 1980, contain a small amount of correspondence, mostly regarding the organization's committees. Included are resumes for administrative positions and advertisements on the administrative position openings.

Charles Croft, also referred to by his Indian name of Charles “Crazy Snake” Croft, served as president in 1980. His files from that year contain information regarding the 1980 loss of DHEW funding. There are also documents regarding the resignations of Joel Stewart from the UAIDV Board of Directors, Traynor Halftown’s resignation as Chief, and Eileen Gilderman’s resignation as the administrative assistant.

The second part of the materials in this subseries contains the board of directors’ files, which include charts of committee structure, correspondence, and the minutes of board of directors’ meetings, all arranged chronologically. These materials indicate that in 1979 there were the following committees: Personnel, Financial, Planning, Grievance, Nominating, Election, Bylaws, Membership, Pow Wow, Removal, Public Awareness, Cultural, and Social. In 1980, a Program Committee was established, and the Removal Committee was dismissed. There is a list of the 1980 sub-committees’ members.

Other materials include a chart of the organization, lists of board members in 1979, a calendar of meetings, and a list of principal officers and directors. There are policy and procedures manuals approved in 1979.

The correspondence provides insight into the management crisis that the administration and staff experienced at that time, followed by several dismissals and resignations. Of interest is a letter from July 13, 1977, from William H. Lynch to all UAIDV council members regarding his dismissal.

Of interest is a document regarding the 1980 termination of Louise D. Smith as executive director, which contains a critique of the relationship between the board and the executive director. Included are several resignation documents from other administrative positions, in particular, from Ted Silverhand Garriss as treasurer; Edgar Heap of Birds as youth coordinator; Bruce A. Keizer as CETA director; and Gerard Rancourt Tsonakwa as executive director, who resigned on May 15, 1982.

Meetings of the board of directors were often joined with the advisory council and staff. Included in this subseries are minutes and agendas from General, Personnel, Council, Committee, and Program staff meetings, and minutes of several special meetings. Among the topics and subjects discussed at the meetings were the following: status of grants; committee activities; bylaw regulations; development of the new organizational charts; review of job descriptions; status of the programs; and the relationship between staff personnel, the board of directors, and the advisory council.

The minutes from the May 3, 1980 community and executive director meeting, titled “Crisis meeting” reflect that in 1980, when “ANA failed to procure any fuel emergency funds in this fiscal year, so therefore it was not budgeted for the center,” another fund raiser was planned in order to help keep the center opened. The community members were asked to help in this crisis, stating that, “if the active

membership could give fifty cents per week or donate one hour per week this would help immensely.”

Several minutes from 1980 meetings include information about the special conditions of the 1980 ANA grant #313/07. The UAIDV was on “high risk grantee” status with the ANA because “the UAIDV has shown in the past to exhibit inadequacies in management of grants.” This theme recurs throughout the collection.

The tension in management continued in 1981. Evidence of it is shown in minutes from the April 14 meeting: “The Board and Council must not create problems, nor be the cause of problems. Since 1976 we have been going in the direction of government programs and have overlooked the most important thing: Indian life and culture. Indian people should not have go elsewhere for ‘Indian-ness.’ We see that people are able to find it here in this building [emphasis in the original].”

F. Executive directors and administrative assistants, 1972-1990, n.d. **Some restrictions apply.**

Material in this subseries, which is housed into eight and a half boxes, provides information about the executive director’s duties and responsibilities. The director is empowered by the board to hire and fire all staff, is specifically responsible for ensuring the smooth operation of all programs, and must submit monthly reports to the Council and general membership at the monthly organizational meetings. The executive directors’ files, each referring to an officeholder in this capacity, are organized in chronological order. The files include mostly correspondence, job descriptions, and a few resumes.

William H. Lynch was the first executive director, appointed in 1974. Lynch’s files contain incoming and outgoing correspondence from 1975 to 1978. The correspondence documents many aspects of the organization’s concerns, including the following main topics: funding, vacancies, bicentennial celebrations, and participation in the National American sessions of multi-ethnic workshops. The primary correspondents were the American Indian Society of Pennsylvania, the Bureau of National Affairs, Inc., the Powhatan Indians of Delaware Valley, the Council of Three Rivers American Indian Cultural Center, and the Susquehanna Indian Cultural Center of Delaware Valley.

Particularly interesting in William H. Lynch’s files is a document based on the 1970 Census that includes characteristics of the American Indian population. There is also a letter to Frank L. Rizzo in which William H. Lynch expressed his appreciation for providing office space in the City Hall Annex.

On July 13, 1978, William H. Lynch was dismissed without the benefit of due process. In 1980, he was appointed President of the Board of Directors. For William H. Lynch’s files as president, please refer to Series 1.E.

Louise D. Smith replaced William H. Lynch and served as executive director until her dismissal in 1980. Smith’s files contain correspondence beginning in 1977 when

she was director of education. Of interest is the information that in 1977 Louise D. Smith sent an inquiry to Pennsylvania State University about Native Americans who could supplement the teaching of an ABE class at the UAIDV; she received a list of ten graduate students who agreed to be lecturers. Two of the students came and shared their experiences with UAIDV students, and discussed their tribal backgrounds.

Of note is a summary of the UAIDV financial status in October 1978, which states that the UAIDV's total funds from ANA and CETA grants were \$192,300. There is a letter to William Green, Esq. requesting grants to finance cultural, youth, and elderly programs, as well as for building renovation.

There is interesting information about the UAIDV's participation in the 1979 Harvest Day Festival. At this festival the UAIDV distributed a questionnaire to the Native American community in order to survey the population, with which they established that there were approximately 4,263 females, 500 pregnant women, 750 children under one, and 2,343 children under the age of five in the collective Native American community comprised of the five counties area.

There are letters sent to several organizations asking for food, clothing, candies, and toy donations for American Indian children for Christmas. On February 27, 1980, Louise D. Smith sent a letter to the Forrest Theatre asking for ticket donations to the show *A Chorus Line*. Smith wrote that theater attendance could help "to prepare our youth to acculturate and become better informed, with a better sense of worth. We feel the arts have a very large part in this development." They received twenty tickets for the show. The UAIDV also asked for help with supplies for their medical clinic.

Additionally, Louise D. Smith's files include memoranda. Topics covered in this memoranda concern fundraising activities; nominations for the board of directors and advisory council; appointing new members of program staff; meeting announcements; terminations and resignations; employees' performance evaluations; operation rules; and newsletter budgets.

Gerard Rancourt Tsonakwa was hired on April 14, 1980, to serve as executive director. His files include mostly correspondence, but there are also the following materials: a 1980 grant application; CETA monthly reports to the Grant Officers of the Philadelphia Urban Coalition; a list of issues and concerns, which was prepared by ANA off-reservation rural and urban grantees; and a Philadelphia Urban Coalition grant application guideline. Tsonakwa's portfolio includes his resume and several articles from the press about him. Gerard Rancourt Tsonakwa resigned on May 15, 1982.

Thomas J. Carrigan replaced Tsonakwa as executive director on September 27, 1982. His files contain correspondence from 1982 to 1984. In a letter to the Grant Officer Division of Financial Policy Audit and Closeout from December 14, 1982, he wrote that he "found a great deal of unfinished work, misinterpreted directives and faulty

documentation” and that “in fact there were two separate debts... because there was no Executive Director from July 1982 until September 27, 1982.”

Of interest is a letter from October 18, 1983, from the Development Assistance Corporation. This letter provides a detailed description regarding the Job Training Partnership Act (JTPA), for which new regulations and forms were developed “in order to eliminate the deficiencies of the old CETA programs.”

There is a letter to the United States Congress regarding re-authorization of the Native Americans Act; and the answer from November 8, 1983, was, that “you [UAIDV] will be happy to know that I [Peter H. Kostmayer] have signed... a bill on re-authorization of the Native American Programs Act,” and “will support any efforts to provide Indian Programs with additional aid.”

Angelique Seay was executive director from 1985 to 1990, and her files include correspondence; memoranda; several bylaws of other Indian organizations and historical notes about some of them; handbooks; official acts and bills pertaining to Native Americans; invitations; and press releases. The materials predominantly illuminate the following: grants and funding; the emergency food program of 1986; and Social and Economic Development Strategies (SEDS).

Also included in this subseries are files of general correspondence with other organizations from 1972 to 1990, organized alphabetically by organization name. Listed are nearly fifty organizations, many of which are American Indian organizations, including the Lenni Lenape Historical Society, Inc., the National Congress of American Indians, the Native American Intertribal Society, the Pennsylvania Coalition of Native American and Indians Association, and the Philadelphia Native American Solidarity Committee.

Of interest is a letter from August 3, 1982, inviting the UAIDV to participate in a reenactment of the signing of the William Penn Treaty with the Lenape Indians – a part of the celebration of the 300th Anniversary of Philadelphia. The UAIDV helped the city with this celebration, becoming the hosting Indian organization. “As Native Americans, we need to stand together to show the public how our beliefs have influenced much of the world we live in today. We will have a chance to educate those who wish to know more about our lifestyle and customs,” wrote Angelique Seay in her letter of acceptance to the invitation.

G. Treasurer, financial manager, and planning office, 1975-1988, n.d..

This subseries comprises two and a half boxes. Materials provide insight into the responsibilities of the financial managers and planning officers. The financial manager assists the executive director in all administrative operations. The financial officer’s responsibilities include maintaining records of all financial transactions, and the preparation of financial reports, including monthly financial statements to the director. The major responsibilities of the planning officer include proposal writing, program progress reports, and assisting the executive director and council with

future organizational planning. Program and financial reports are presented monthly to the board of directors.

The files of Norman Seay, treasurer from 1976 to 1977, contain a small amount of correspondence. The financial managers' files are organized chronologically and by officeholder. Thomas J. Carrigan served as financial manager from 1976 to 1979, and in September 1982 was appointed executive director. Thomas J. Carrigan's files as financial manager include correspondence, the major subjects of which concerned donations, travel expenses, and grant money allocations.

Also included is a document containing information about the Division of Indian and Native American Programs (DINAP), which was an office of CETA, and a branch of the Department of Labor. This document explains that CETA funds were primarily for training and job placement services, with 80% of all received funds spent on direct client wages or support. The remaining was to be spent on administration costs.

The subseries also contains workshop materials on management techniques for UAIDV, an introduction of the Operation Planning System (OPS), and other self-instructional learning materials on management.

The files of Financial Manager John A. Glavin, from 1979 to 1980, include correspondence; a 1979 ANA Training and Technical Assistance Program announcement, in which the purpose of this program is described; and a list of salary adjustments in 1979. The Planning Office files contain materials that pertain to fundraising, and include information about different grant sources. These materials are arranged alphabetically by organization name. There is correspondence requesting grants and financial assistance from private foundations for matching funds. Other materials are from fundraising seminars, and articles and proposals about fundraising.

H. Community coordinator, 1982-1990, n.d..

Three boxes of materials comprise this subseries. It is unclear when Yvone E. Bernardino was appointed the community coordinator. Her files consist of correspondence, the main subjects of which concern the following: community development; emergency food and clothing for unemployed members and families; film loans; an exhibit to be purchased; assistance to clients in the creation of family trees; Annual Native American festivals; and Pow Wows.

Of interest is a personal letter sent to Ms. Bernardino from a girl at a New Mexico Hospital, who was apparently a member of the UAIDV, and signed her letter "your daughter." The girl wrote: "You know our little Center [UAIDV] really fascinates the Native Americans out here how we have members from different tribes [sic]. They can't get over that our Center is going to grow and be know [sic] the entire United States over. They like the title too United American Indians (they like that). I can tell we are really going to grow and be example of United Indians because deep inside their hearts all Indians want to be united [sic]."

Another interesting letter is from Alan J. Heavens, Parish historian, from November 9, 1987. Heavens tells about the eight Christian Native Americans who were interred in 1793 in St. Peter's Churchyard in Philadelphia. He writes, "I assume that, since seven of the eight were known to have been in Philadelphia to meet with President Washington, he might have used his influence with Bishop White, rector of St. Peter's and Christ Church, to secure Christian burial for them."

Bernardino's files contain letters from Native Americans interested in making contact with other Native Americans. One such letter, from July 6, 1988, came from Charlie Pyle, who self identified as "quarter-blood" American Indian, who stated: "I am requesting a chance to help Indian people and their cause in any way I can. I am an honest man which [sic] is a natural trait of an Indian. I have many trades & experience in painting & decorating, cooking, hospital & civilian security enforcement...I feel that I could be an assist[ance] to the Indian population in all of these occupations, since I have lived in the white man's world most of my life and have not lost my Indian spiritual feeling."

There is also a script of Yvone E. Bernardino's radio interview on August 28, 1990, in which she said: "We're not a minority. We're the indigenous people of America. We're the native people. We're not in the minority. No one wants to look at that. But that's the truth." Finally, this subseries is rounded off by articles about Native Americans, a 1986 proclamation of Native American Indian Day, a sample of printed Indian language scriptures sent by the Pennsylvania Bible Society, and a few calendars of UAIDV events in 1987.

I. Other administrative staff, 1978-1988.

This subseries contains two folders of the correspondence of Lewis Anderson, the manager of Human Resources from 1983 to 1988; and one folder of miscellaneous correspondence of other administrative staff from 1978 to 1983. Also included is a public relations record journal from 1982.

J. Employee, 1973-1989, n.d. **Some restrictions apply**

These files are housed in seven boxes and include two parts: the job search, organized by job title, and employee files, organized alphabetically by employee name. The search materials include job descriptions and applications.

Employee personnel files contain completed W-4 and 668-W forms; compensation notices; termination and resignation notices; resumes; performance evaluation reports; applications for employment; letters of reprimand; grievance complaints; notices of hearing for original appeal; summaries of interviews; health insurance claims; and some complaints. Personnel policy and procedures manuals from 1975 to 1986, and job descriptions from 1978 to 1988 are included.

Particularly surprising is the opinion of Blanche Jacobs, counselor/intake specialist, regarding the environment in the organization, expressed in her letter from September 15, 1982, to the Division of Indian and Native American Programs of

Department of Labor. Blanche Jacobs wrote that the UAIDV “has no goals, no leadership, no purpose,” and implores the DOL “to take immediate, decisive action to permanently halt the funding of the UAIDV CETA program” because “the UAIDV CETA ‘Indian’ constituency that it supposedly serves is dubious at best and non-existent at worst.”

K. Telephone logs, 1975-1991.

There are telephone logs in fifty-one volumes and some loose pages from volumes. Included in the logs are messages of mostly local calls. There are also itemized records of long distance phone calls made in 1984. Financial information on the long distance call charges is in Series 2.

Series 2. Financial, 1974-1990, (Boxes 31-47)

A. General, 1974-1990. **Some restrictions apply.**

This subseries contains six boxes of materials. General ledgers in this subseries are from 1976 to 1986. Other ledgers include records of payroll from 1976 and 1977; CENA, CETA, ANA, and ONAP records from 1976 to 1978; and receipts and expenditures from 1975 to 1978.

Other financial records consist of sporadic checking and savings account statements, budget reports from 1981 to 1986, balance sheets, statements of assets and liabilities from 1982 to 1986, tax information from 1975 to 1978, check stubs from 1972 to 1979, payroll records, life insurance, and long distance charge telephone logs from 1975 to 1985, with some gaps.

B. Vouchers, 1974-1990.

Housed in ten boxes, this subseries includes journal vouchers from 1983 to 1986, disbursement vouchers from 1975 to 1982, disbursement travel vouchers from 1975 to 1978, payroll vouchers from 1975 to 1980, receipt vouchers from 1975 to 1990 with gaps, and miscellaneous vouchers from 1974 to 1982. There are statistical summaries of clients served in 1979, and client service files from 1979 to 1980 in this subseries as well.

Series 3. Membership Community, 1971-1989 (Boxes 47-50)

A. Meetings and minutes, 1974-1987.

The members met on a weekly basis. Meeting minutes are complete from 1976 until 1982, then do not begin again until 1987. Included are meeting attendance lists from 1976 to 1977 and a roll book from 1981 to 1983. Most minutes are short notes, typed or hand-written. This subseries comprises ten folders of materials.

Despite the lack of details included in the minutes, which usually were comprised of committee reports, new business, unfinished business, and announcements, they provide a glimpse into the events provided to the community, such as trips, dance classes, arts and craft classes, potluck dinners, American Indian Day and Freedom Week celebrations, and Pow Wows.

Business topics discussed included: the building renovation; a new building for senior citizens that was located at 39th and Market Streets; the visiting nurses' program; and fundraising ideas, such as a car wash, and opening a clothing store to sell donated clothing. The major topics of discussion were about re-writing personnel policies and procedures, bylaws amendments, the roof repair, opening the museum, and the food donation program. Grant issues and concerns were discussed as well, after the ANA grant was suspended. In the Executive Director's report from the May 10 community meeting Gerard Rancourt Tsonakwa stated that without this funding "the UAIDV will return to being a social group as they were 10 years ago" and continued: "We are a test case for ANA to kill other centers across the nation and we will have to stand up and fight with other centers for our rights."

From the February 14, 1981 community meeting minutes, it is known that the UAIDV received an increase of \$209,000 in the CETA program monies, and \$52,000 from the Department of Health and Human Services. The minutes from the January 9, 1982 community meeting indicated that the grants were cut by 15% for 1982. A board of director's report at this meeting stated: "UAIDV will survive if we all work together. If we survive 14 ½ more years this building will belong to us. We must not miss this opportunity. If we don't do our job, our grants will be suspended."

It is unclear why there are no minutes from 1983 to 1986. From 1987 there is only an announcement and agenda of the March 14 meeting, and an announcement about the June 13 meeting. A calendar of events for that year is also in this subseries.

B. Membership applications and lists, 1971-1989.

This subseries makes up two boxes of materials and contains membership applications from 1980 to 1989, lists of members from 1974 to 1987, and lists of dancers from 1979. There is a list of Arts and Craft Committee members from 1978 to 1979. Other materials are correspondence from 1971 to 1984, a community survey from 1979, and member visitor registers from 1975, 1983, and 1984. Included are mailing plates for individuals, organized alphabetically, and for news editors, organized chronologically from 1975 to 1980.

C. Elections, 1978-1984.

The UAIDV general membership elects a board of directors annually. This subseries comprises five folders and includes the nomination sheets for the board election of 1978. From 1980 there are: minutes of the Nomination and Election Committee meetings, correspondence related to the election, election procedure instructions, notes of the special outreach campaign to increase voter participation, ballots, and lists. Of interest is a note from an unidentified meeting, which indicates that in 1980, when six members of the previous board of directors resigned, a Special Investigative Committee was established to "investigate the facts giving rise to and involving the recent conflict between the Executive Director and the Board of Directors." Included is a questionnaire on the opinions regarding this conflict. From 1984 there are ballots of officer elections.

Series 4. Programs, 1963-1992, n.d. (Boxes 50-93, FF #2, 3, 4, 5, 6)

This largest series is comprised of forty-four boxes of materials offering information about the UAIDV programs that were implemented and performed. Materials include grant applications, program proposals and objectives, evaluations, audits, guides, manuals, and reports. The arrangement of this series is more complex and has several levels of subdivisions instead of one. The subdivision level is in accordance with the hierarchy of program objectives and grant sources. The series includes five subseries from A to E.

A. Administrative training and technical assistance (ONAP/ANA), 1970-1989, n.d. This subseries is organized into ten groups, A.1 through A.10. The UAIDV was one of the urban American Indian grantees receiving funds under the Native American Programs Act, which was overseen by the Administration on Native Americans (ANA) within DHEW's Office of Human Development Services (OHDS). The DHEW awards grants to urban Native American organizations for the purpose of developing and improving management capabilities in Indian communities. The ANA grant to UAIDV was contingent upon their developing basic administrative structures. A technical assistance contract with ANA was established in the mid 1970s.

The Office of National American Programs (ONAP) was established in August 1973 within the Office of Human Development Services of the U.S. Department of Health, Education, and Welfare, when the Indian Division of the Office of Economic Opportunity was transferred to the DHEW and combined with its Office of Indian Affairs. ONAP provides technical assistance, training, and financial support to public and non-profit private agencies serving Native Americans in urban areas.

A.1. Grant #313-01, 1974-1976.

This \$30,000 grant was received for fiscal year 1974 to provide administrative training and technical assistance (T/TA). The T/TA included accounting and fiscal accountability policy and procedure development; supervision for staff members; program activity and accountability; policy and procedures development; the development of a multi-year plan; organizational strengthening, which included board training; the development of a volunteer assistance program; staff training in the area of management skills and bookkeeping; and plans to increase community access and awareness of needed services through on-going communication.

ONAP developed evaluation standards and a methodology for evaluating its grantees. There is such a questionnaire in this subseries. The primary purpose of this questionnaire was to ascertain grantee training and technical assistance needs, particularly in the areas of planning and management. Included is a five-year operational planning summary and evaluation, which was a part of the grant application package.

In the 1970s ONAP adopted Interim Evaluation Standards (IES). The IES were used by grantees to assist them in their capacity-building efforts and the multi-faceted projects. Copies of these standards are included "for comments or criticism."

A.2. Grant #313-02, 1975-1976.

The \$35,000 grant #313-02 for the 1975 fiscal year allowed UAIDV to continue developing planning and administrative structures, which included: the Indian manpower program; establishing and developing an Urban Indian Center at 225 Chestnut Street in Philadelphia; obtaining renovation funds for the center, and completing this renovation; obtaining prime sponsorship for the Indian Manpower program; conducting a needs assessment survey of Native Americans in the Delaware Valley area; and developing the bi-centennial program within the Urban Indian Center.

In this subseries is a draft of the self-assessment guide based on ONAP's IES, as part of the Native American Act (P.L.-93-644) that required evaluation prior to funding of programs. This self-evaluation report indicates that the UAIDV reviewed job descriptions, developed relevant program resource material for dissemination to program staff on an on-going basis; and explored and implemented career development opportunities.

A.3. Grant #313-03, 1974-1978.

For the 1976 fiscal year the UAIDV was granted \$50,000. It was intended to develop the capacity to focus on planning as the basic method of improving resource allocations and effectiveness of services in Native American communities; to achieve the development of the necessary social and economic infrastructure in the communities, boosting self-sufficiency; and to eliminate the most critical gaps in the range of social and human development services necessary for self-sufficiency.

Group A.3 includes a summary of the work program of another grant, #313-03, Part IV, for the 1976 fiscal year. This document includes administrative goals, ONAP program statements, and joint programs. The joint programs included the following goals: to conduct a CETA, Title II, Section 302, manpower program for the 1976 fiscal year; to conduct an Office of Indian education, Title IV- C, Adult Basic Education Program for the 1976 fiscal year; and to implement a program for human development media training for the 1976 fiscal year.

Included in this subseries are statements submitted as an aggregate report of all grant activities for the program year. Audit reports and evaluations regarding grant #313-03 are also included. The evaluation report from August 5, 1976, includes the suggestion "to record and control all cash and in-kind resources in the same manner as grant funds." There is a new organizational structure adapted in 1976 with the purpose of promoting efficient daily operations, and better utilizing the talents of the staff. Included is a grant proposal package from June 1, 1976, submitted to the Indian Services of the Lutheran Council, requesting financial assistance in the amount of \$4,500 to aid UAIDV programs in regards to administrative costs for 1977.

A.4. Grant #313-04, 1977-1980.

The UAIDV received another grant for the 1977 fiscal year, #313/04. This grant was used for the continuation of the UAIDV Center renovation, and “to have completed a comprehensive outline, from which a procedures manual can be written concerning all aspects of UAIDV operations.”

The UAIDV staff received training and technical assistance from Development Associates, Inc. Of note is a letter from March 27, 1978, from William H. Lynch, in which he notified the DHEW that the UAIDV dissolved a contract with Development Associates, Inc., because “it appears that they [Development Associates, Inc.] cannot schedule consultants to arrive on site at the designed times, fail to follow the T/TA plan established by the ANA grantee, and in essence cannot provide the proper technical assistance needed by ANA grantees.”

A.5. Grant #313-05, 1978-1979.

Grant #313/05 was received for the 1978 fiscal year. The objectives of the grant were to conduct a needs assessments of the Native American community; to establish a functioning advisory body to aid the UAIDV board of directors and staff; to establish a testing mechanism to assess the needs of American Indian clients; to identify American Indian youth program candidates between the ages of 14 to 21 within the area; to conduct an assessment of Indian community health needs; and to collect information on substance abuse programs. Included are pre-planning orientation and introduction materials.

A.6. Grant #313-06, and Grant 3E3-01, 1978-1980.

The \$52,310 grant #313-06 was given to the UAIDV for the 1979 fiscal year. As stated in a letter from June 8, 1979, from DHEW to the UAIDV Executive Director, Louise D. Smith, in this year “the center’s continuation grant was clearly in jeopardy.”

New objectives for grant #313-06 were implemented to establish a prototype satellite service unit in Montgomery County to provide basic UAIDV services; to set up a series of satellites in the remaining four counties based on the results of the Montgomery program; to increase the UAIDV Indian culture resource library; to expand outreach and share culture through workshops from universities, colleges, and organizations; to teach twenty-five Indian community members a variety of traditional crafts; and to teach twenty members a variety of Indian dances. The educational component of UAIDV was planned to be expanded to include an after-school English language tutoring program for six high school-aged American Indian children.

ANA grant programs were required to meet set objectives and included a system of monitoring and reporting. Included is CETA program status summaries from 1978 and 1979, a program proposal, and plans for developing personnel procedures. There is also some correspondence related to this grant. In a letter from March 24, 1980, the DHEW requested the UAIDV present documentation providing the

reasons for the dismissal of Louise Smith from the executive director position, and suggested: "all existing vacant positions on the Board of Directors shall be filled; a formal planning and management system shall be implemented; an audit shall be initiated, and a new voting procedure shall be developed for the election of Board members." Included is an audit of grant #313-06 from June 30, 1980, in which is stated: "grant funds were administered in a satisfactory manner" and "the grantee has administered the program in compliance with Federal requirements."

The UAIDV used CSA/ANA Emergency Energy Conservation Crisis Intervention funds under grant #3E3-01 to lessen the impact of high energy costs on the poor and elderly and to reduce energy consumption due to winter energy-related crises during the winter of 1979. Included are an application for the grant, a work plan, a monthly and financial status report, a specialist report on winter disaster information, related rules and regulations, a list of clients for this program and correspondence.

A.7. Grant #313-07, 1980-1981.

This \$52,500 grant was given for the 1980 fiscal year and included a number of special conditions due to UAIDV's "high risk grantee" status. In an effort to meet the requirements of the grant a comprehensive management review was scheduled, which was "a critical juncture in the history of UAIDV." A June 30, 1980, letter from W. A. Crunk, the Regional Administrator, stated, "Should this review reveal substantive problems...I will initiate action to terminate the grant."

Included is a financial report on grant #313/07. There is a copy of a proposal for a management and technical assistance training program developed by Ralph Copleman Associates, Inc. for UAIDV in January 1980 and a proposal for consultative services submitted by Biddle Associates, also in January of that year.

A.8. Grant #313-08, 1979-1981. **Some restrictions apply.**

The \$52,500 grant for the 1981 fiscal year was given to UAIDV to help meet community health and rehabilitation needs. These services were provided through the Public Health Service. The grant also provided for ongoing referral services for medical and mental health care, the renovation of the front façade of the building, and the planning of six major community and open house events.

This grant was also awarded with special stipulations attached, placed upon high-risk grantees. For example, the grant required \$17,840 of non-federal matching participation, which was expected to be found from private funds. Included in this group are federal cash transaction reports from 1979 to 1981, proposals from 1981 and 1982, and program goals statements from 1981 and 1982. Some of the materials in this subseries are supplemented with program instructions.

A.9. General information, guidelines, and manuals, 1970-1989, n.d.

This subseries comprises twenty-three folders of materials. Included are pre-planning orientation and introduction materials prepared for ONAP to be submitted by grantees. There are generic personnel policy and procedures manuals, management policy manuals, evaluation instructions, audit guidelines, a guide for non-profit

institutions, application and report instructions, and administration standards of grants materials. Included are materials of ANA, ONAP, and the Office of Federal Management Policy.

B. Job training, job placement, and counseling, (CENA, CETA, and JTPA), 1966, 1970-1992, n.d.

This subseries is organized into four groups: B.1, B.2, B.3, and B.4.

B.1. CENA 1973-1986, n.d.

This group contains materials related to the Coalition of Eastern Native Americans, Inc. (CENA). The CENA was the administration arm of the CETA Consortium. The UAIDV was a CENA/CETA Consortium member since 1974 and prime sponsor for the CETA Manpower Program. Materials include: CENA's bylaws from 1975, lists of board members from 1977, membership applications from 1975 to 1977, policies and procedures from 1974, and memoranda from 1973 to 1975.

B.2. CETA, 1966, 1970-1992, n.d.

The CETA program was designed for employment and training, which included job preparation and adult education. This collection group includes eight subgroups:

B.2.a – B.2.h.

B.2.a. General information, guidelines, and manuals, 1974-1989, n.d.

This subseries includes four boxes of materials that illustrate the structure of the CETA grant program. Under this program, the tribes and local community groups jointly submitted grant applications and a Comprehensive Manpower Plan under CENA in order to receive manpower funds. The Comprehensive Manpower Plan is a document that outlines how each local American Indian community will spend funds to reduce unemployment and underemployment, and create employment opportunities. Following receipt, CENA staff forwarded the complete documents to the DOL.

Included are guides for program activities planning, management information systems, and financial record systems. Also included are reporting instructions, analysis of employment training needs, as well as materials from seminars, workbooks and handbooks. There are grant application review checklists, inventory transcriptions, intake forms and a sample contract.

B.2.b. General correspondence and miscellaneous, 1970-1983, n.d.

Included is correspondence with several organizations working in the field of American Indian assistance. The correspondents are: American Indian Community House, Inc., the Indian Rights Association, the Council of Three Rivers American Indian Center, the Native American Indian Consultants, Inc., the Native Urban Indian Council, and others. Of particular interest is statistical data on the Native American Indian population within the Philadelphia Metropolitan area, from 1970 to 1975.

B.2.c. Title III, 1974-1984, n.d.

From 1975 to the 1980s, the UAIDV assisted over four hundred Native Americans with manpower services, either through enabling them to receive a general education diploma, or to obtain a job. The vast majority of the organization's clients were usually recruited through outreach efforts. The programs under CETA/Title III included classroom training, on-the-job-training, public service employment, work experience, and other services.

The CETA/Title III, General Educational Development (GED) and job placement program offered remedial, basic, and high school equivalency education to an average of fifteen members each year. The next step of the program was an aggressive job placement, which helped general education diploma recipients to find appropriate jobs.

This subgroup includes ten sub-subgroups from B.1.c.1 to B.1.c.10. Materials here constitute seven boxes.

B.2.c.1. Contract #99-5-171-30-111, 1974-1976.

There is a 1975 CETA/Title III Manpower proposal prepared by William H. Lynch that includes a statement of needs. Other materials are subcontract agreements from 1975, financial statements from 1975, and correspondence from 1974 to 1976. The correspondence includes an explanation regarding UAIDV's eligibility for prime sponsorship for CETA-funded Indian Manpower programs, and comments on CETA regulations. Included is an undated list of Manpower Planners in Pennsylvania, Delaware, Maryland, and West Virginia.

B.2.c.2. Contract #99-6-362-30, 1975-1976.

A proposal, reports, a subcontract agreement, and a project direction search comprise this small sub-subgroup of materials. The total amount of this grant under contract #99-6-362-30 was \$134,940, and was to "maintain overall administrative and functional control of the UAIDV's Comprehensive Manpower Plan."

B.2.c.3. Contract #99-6-477-30-6, 1975-1977.

Grant #99-6-477-30-6 was for \$134,940. Included in this sub-subgroup are correspondence, an audit report for the period from 1975 to 1976, a budget report for the 1977 fiscal year, and grant status reports from 1975 to 1977. The main correspondent is the U.S. Department of Labor, and the topics include a discussion on grant status, the "People to People" seminar agenda, employment and training administration objectives, and training and audit schedules.

B.2.c.4. Contract #99-7-477-30-58, 1975-1979.

This \$176,636 grant was given for the period from October 1, 1976, to September 30, 1978. As a result of this program one hundred and seven individuals were expected to obtain permanent unsubsidized employment. Included in this sub-subgroup are monthly and quarterly reports from 1976 to 1977, a status report from 1977, and a budget report for the 1978 fiscal year. There is an application for the

grant from 1977 and an application for federal assistance for the 1978 fiscal year. Included is a program manual from 1978.

B.2.c.5. Contract #99-9-477-30-136, 1978-1982, **Some restrictions apply.**

This grant's amount was \$189,233 for the 1979 fiscal year and \$162,783 for the 1980 fiscal year. Materials in this sub-subgroup are status and budget reports for the period from 1978 to 1979 and a program manager's report and financial statements from 1978 to 1982. There is correspondence from 1978 to 1982, mostly with the U.S. Department of Labor, concerning training session schedules; and authorization to expend administrative funds for technical assistant training program planning sessions in 1978. Included is a list of courses provided for UAIDV administrative assistance personnel under this grant from 1977 to 1979. In addition, there are participant status worksheets from 1980. In order to respect individual privacy the information in these worksheets is restricted until 2055.

B.2.c.6. Contract #99-1-477-156, 1979-1984. **Some restrictions apply**

The UAIDV received a \$236,942 grant under contract #99-1-477-30-156 from the Manpower Training Administration of the Department of Labor. Included are reports on the grant status summaries from 1980 to 1981, audit documentations and reports from 1980 to 1983 and correspondence related to grant evaluations from 1980 to 1982. Of interest is material regarding fundraising, including the proposal of a fashion show of Indian regalia and dress. There is a list of other sources of financial assistance as well. A participant status summary, which is included in this sub-subgroup, is restricted until the period from 2054 to 2056. Included are documents from a 1984 case between the U.S. Department of Labor and the UAIDV regarding the latter's mismanagement of finances.

B.2.c.7. Job developers' files, 1975-1983.

Job development for participants in the training program was carried out prior to the completion date, so that placement could be made in an orderly fashion. This was accomplished through coordination among instructors, counselors, and job developers. Every effort was taken to insure a training-related placement. When an opening occurred, the counselor informed their assigned participant and in some cases scheduled an interview. The CETA program also made use of a job bank system to find job openings.

Included are materials from 1975 to 1979 belonging to the job developer Deanna Warner. There is a report from 1977, in which the goals and objectives of job development are described. The report stated: "Job development was to assist clients to enter the employment market; to encourage and stimulate interest in training and apprenticeship programs; to establish a vocational education library; to design a format for a brochure about UAIDV job development to send to prospective employers; and to expand the job bank by establishing contact with new companies." Other materials are Art Carson's files from 1978 to 1979 and Mariam Cathcart's files from 1979 to 1983.

B.2.c.8. Administrative files, 1974-1980.

This sub-subgroup includes job listings from 1974 to 1975 and vacancy announcements from April 1975. Included are arts and craft program reports from vocational counselors from 1978 to 1979, materials of a workshop on fiscal management from 1979, outreach/intake monthly reports from 1979 to 1980, and miscellaneous program statistics from 1980.

B.2.c.9. Program directors' files, 1975-1983.

Materials in this sub-subgroup are organized in chronological order in accordance with the individuals who served in the program director's capacity. Included are files of four program directors. The files of Raymond Brown, from 1975 to 1980, include reports, memoranda and correspondence. Mary Brunetti's files include correspondence from 1977. There are files of Joan Cofield, from 1978 to 1980, that include memoranda and program reports. Bruce Keizer's files include correspondence from 1983. The major topics of correspondence in most files concern services to clients.

B.2.c.10. Youth program, 1977-1982, n.d.

The youth program included special courses on "Growing up Native American," Native American history and culture, job skills, educational assistance, preventive drug and other abuse assistance, dance history and learning, and outreach for Native American youth.

It is known from the materials in this sub-subgroup that UAIDV implemented two youth activities called "Teens in Action," in which the youth were invited to attend monthly seminar trips to either New York or Washington, D.C.; and "Indian Youth Exchange," which introduced UAIDV Native Americans to various Indian organizations and Indian youth in other states.

This sub-subgroup of materials includes the youth program coordinators' reports of Robert Capasso, from 1978 to 1980, and Edgar Heap of Birds, from 1979 to 1980. Other records here are from a youth employment workshop from 1978 and materials related to summer youth programs from 1978 to 1982. Included as well are materials regarding youth program funding.

B.2.d. Title VI, 1975-1979.

CETA Title VI, under the Emergency Jobs Programs Extension Act of 1976, placed emphasis on community projects that can be carried out by the long-term unemployed. There are materials of the Employment and Training Administration (ETA), which was responsible for developing program descriptions to inform prime sponsors, such as the UAIDV, of the operating programs under the Comprehensive Employment and Training Act (CETA) of 1973.

There is a letter from November 14, 1978, from Hugh F. Ferguson, of the city of Philadelphia executive director, in which he informed the UAIDV that they were not selected for Title VI funding for the 1979 fiscal year because, "it was uncertain that project activities would be restricted to the city of Philadelphia, given the regional

focus of your organization [UAIDV]. If project efforts were to extend beyond the city, no funding could be provided by the Area Manpower Planning Council.”

Included are guidelines from 1975 related to counseling, project descriptions and reports from 1977, applicant manuals from 1977 and 1978 and program proposals from 1978. Of interest is a proposal entitled “Census and Assessment Survey” from 1979, which states that the UAIDV proposed to “hire and train five Native Americans referred by the Area Manpower Planning Council of Philadelphia under CETA Title VI to find, count, and educate these families in the service available to them.” This document includes information about general economic conditions, problem descriptions, objectives and needs for assistance based on statistics about Native Americans in Philadelphia County.

B.2.e. Title II-D, 1979-1980.

The reauthorized Comprehensive Employment and Training Act of Public Law 95-524 presented a new opportunity to assist Native Americans in unsubsidized employment, via the redesign of the former CETA Title II (referenced as CETA Title II, Part D), as a new program entitled “Transitional Employment Opportunities for the Economically Disadvantaged.” The opportunities offered included either manpower activities (training, counseling, etc.), public service employment, or some combination of both. This program provided unemployed, economically disadvantaged persons with public service employment and related training to enable them to move into employment or training not supported under the CETA Act. Participants were entitled to a maximum of seventy-eight weeks of CETA services within a five-year period. A CETA program under Title II-D was implemented to train participants to work in day care facilities. The UAIDV planned to open a day care center at their facility at 225 Chestnut Street and train enough people to work there, however there is no additional information in the collection regarding the day care center. Included in this sub-subgroup of materials are an applicant’s manual from 1979 and a letter of intent from September 1980 regarding developing a proposal to CETA for Title II-D funding.

B.2.f. Career counseling, 1968-1992, n.d.

This subgroup of materials contains six boxes and is organized into three sub-subgroups: B.1.f.1.— B.1.f.3.

B.2.f.1. General, 1975-1985.

This sub-subgroup contains guides on vocational planning from 1977 and job searching from 1977 and 1985. Other materials include career workshops from 1977, GED instructor lesson plans and reports from 1979 to 1980, a list of schools and colleges from 1977 to 1978, and career film catalogs from 1978. Weekly participant activity reports from 1978 to 1979, information about apprenticeship and trade, and placement information for handicapped applicants, (both from 1979) are also included.

B.2.f.2. Occupational profiles and job announcements, 1976-1978, 1987, n.d.

This sub-subgroup is organized alphabetically by occupation title and includes information about job announcements related to the occupations. Listed are more than forty occupation titles, including aircraft technician, disc jockey, file clerk, medical assistant, social caseworker, and telephone repair technician.

B.2.f.3. Job openings, 1968-1992, n.d.

This sub-subgroup, containing nearly eighty organizations with their job opening announcements, is organized in alphabetical order by organization name. Also included in this listing are job fields in which jobs were announced. Primarily jobs were in such fields as building trades, federal jobs, health center jobs, and jobs in public service.

B.2.g. Vocational education, 1974-1989, n.d.

This sub-subgroup contains three boxes of materials and includes catalogs, directories, and correspondence related to vocational training carried out by more than seventy organizations, institutions, and colleges offering vocational education programs. This listing is organized alphabetically by organization name. Also included are materials such as an adult basic education directory from 1977, adult basic education conference materials from 1978, business education information from 1980, and information about engineering programs for minorities from 1978 to 1980.

B.2.h. GED (General Education Diploma)/ABE (Adult Basic Education), 1966, 1970-1990, n.d.

This subgroup is divided into five sub-subgroups: B.1.h.1 — B.1.h.5. Materials are housed in five boxes.

B.2.h.1. General, 1970-1985, n.d.

The purpose of the Adult Basic Education program was to assist the Native American population in securing a High School Equivalency Diploma (or General Education Diploma) and thus upgrading their economic condition. For the UAIDV's GED program those students who passed the test, which included basic English and math, were accepted to the program. Student enrollment was limited to fifteen weeks. Basic curriculum developed for the program placed emphasis on English, math, literature, and reading comprehension, and also included Indian studies, such as arts, crafts, dance, and history. For the Adult Basic Education program a library was collected for student use.

Included are materials regarding higher education scholarships, school grants, and financial aids. Other materials are adult education service bulletins, and adult basic education program guidelines, both from 1978, and GED monthly teacher reports from 1978 to 1979.

B.2.h.2. Indian cultural program, 1966, 1972-1980.

The cultural program included the development of a Native American studies curriculum designed for public schools to provide truthful information about Native

Americans, and to foster a well-adjusted self-concept among Native Americans. The program included operating funds for museum and library acquisitions, Pow Wow expenses, guest speakers, regalia acquisitions, American Indian Day and Harvest Day activities.

As the UAIDV is not affiliated with any specific tribe, but represents all people of American Indian descent, this sub-subgroup includes materials that provide information about the culture and traditions of many American Indian tribes and nations. These materials are organized alphabetically by tribe name. There is information about Indian agriculture, publications, and religion.

B.2.h.3. Student files, 1975-1984, Restricted until 2050- 2059.

Materials in this sub-subgroup are organized alphabetically by student name. Student files include personal information and track program participants' status during the period from 1975 to 1984. In order to respect individual privacy, the materials in student files are restricted for seventy-five years from the date of document creation.

B.2.h.4. College catalogs and related materials, 1972-1990, n.d. Some restrictions apply.

These materials provide information about educational institutions with which the UAIDV established connections in order to find opportunities for Native Americans to continue their education. Included are catalogs and related materials, and correspondence from thirty colleges and universities.

B.2.h.5. Title IV-C, 1970-1981.

The CETA/Title IV-C program was set up under the 1966 Adult Education Act, under the administration of the Division of Adult Education Programs, within DHEW's Office of Education. The UAIDV received a grant for an Adult Compensatory Education Program that began in September 1976. The program included adult basic education and adult advanced education with the goal to "reinforce the existing adult basic education activity" and to assist Native Americans in job training for employment opportunities. The purpose of this grant award was to enable Indian students to pursue a course of study leading toward a post-baccalaureate degree in medicine, law, education, and related fields, or in an undergraduate or graduate degree in engineering, business administration, natural resources, and related fields.

In 1977 the UAIDV was funded with a grant under Title IV, part C, Indian Education, with which the program was able to purchase the necessary equipment, such as a videotape recorder, a television, and basic supplies, to run a GED program. The materials in this sub-subgroup indicate that in 1977 the UAIDV invited Indian educators and experts in various fields from Pennsylvania State University to participate in the program.

The grant under Title IV-C for 1979 was \$46,300. The following goals were included in the program plan for 1979: to expand the current program leading to a GED by including clients who were currently employed; and to provide additional assistance

to those students who had passed their GED and desired to go on to college or vocational school, or wished to take an apprenticeship examination.

From the materials in this sub-subgroup the researcher can learn that a 1980 CETA/Title IV PSE program included seven in-house and fifteen off-site workers, who were working in health clinics, the University of Pennsylvania museum, and the Philadelphia Academy of Fine Art.

The records here are audit guidelines from 1974 to 1979, reports from 1976 to 1977, proposals from 1977 to 1979, grant evaluations from 1974 to 1980, and audits from 1978. Included are the grant applications for 1978 and 1980.

B.3. JTPA, 1981-1987.

This is the second group of materials from Subseries B that pertain to job training, job placement and counseling. Materials are housed in two boxes. During the CETA/JTPA transition year 1984, Philadelphia had program activities in the following grants: Title II-A – Adults and Youth, Older Workers, and State Education; Title II-B – Summer Youth Employment and Training; and Title III – Dislocated Workers, Allied Health and the Multi-Service Center.

Records include conference and seminar materials from 1983 to 1986, program master plans from 1983 to 1986, materials about the transition from CETA to JTPA from 1983 to 1984, grant applications from 1984 to 1985, and some correspondence from 1984 to 1986.

B.4. CETA/JTPA client files, 1975-1986. **Some restrictions apply.**

Client files are organized alphabetically and include a teacher's roll book, job placement reports, CETA participant lists, tracking worksheets, and status reports, clients' applications for enrollment, JTPA client lists, and client inquiries. Most of these materials are restricted for seventy-five years from the date of document creation in order to respect individual privacy.

C. Other, 1974-1990, n.d..

This subseries, containing one box of material, provides information about other programs and supportive services provided by the UAIDV to the Native American community in the social services arena. Included are materials about programs designed to prevent alcoholism and drug abuse and programs to improve children's and women's welfare. There are materials regarding programs and services emphasizing health care, housing, legal assistance and emergency energy assistance. Materials related to the senior citizen assistance program include referrals to other agencies.

D. Reference files, 1963-1990, n.d.

This large subseries of seven boxes is comprised mostly of printed instruction materials, standards, methodologies, rules, and regulations regarding the planning and management of organizations that specialize in programs and services designed

for Native Americans. Reference files are organized alphabetically by organization name.

Included are materials of the Bureau of National Affairs, which include bulletins from 1978; the Department of Health, Education, and Welfare, such as *Federal Registers* from 1973 to 1979, and manuals from 1973 to 1977; and the Department of Labor, such as bulletins from 1976 to 1987, and *Federal Registers* from 1974 to 1983. In addition, there are materials of the Eastern Native American Cultural Center, the Indian Rights Association, the International Indian Treaty Council, the Native American Solidarity Committee and the Wounded Knee Legal Defense/Offence Committee.

There is also a selection of reference files from other organizations, which is organized in alphabetical order by subject of reference, including arts and craft, education, employment, legislation (treaties, bills, acts, and policies related to American Indian issues), publications about Native Americans, religion, and trading. Newspaper clippings round out this subseries.

E. Audio-visual sources, 1978, n.d.

The UAIDV education department provided audio-visual learning aids to students. During the 1977-1978 school year – with a grant under Title IV, Part C, Indian Education – the following audio-visual equipment was available to help students achieve their GED: a sound film projector, a video-cassette system, a sound filmstrip projector, and a tape recorder. The educational department also offered useful audio-visual materials, such as grammar, social studies, math, reading, science, and literature kits. Each kit consisted of a series of filmstrips and audiocassettes on a particular subject and basic skills from these areas on videocassettes. Additionally, recordings of Indian songs were purchased to help students learn about Indian music and culture.

This subseries includes two audiocassettes and four filmstrips entitled *The Southwest (Regional Backgrounds)*, six filmstrips entitled *Native Peoples of North America*, all undated; and one videocassette with a UAIDV news and interview broadcast from 1978.

Series 5. Photographs and Artifacts, 1980, n.d. (Box 94)

Sixty-six mostly undated photographs, twenty-two of which are color, are included in the collection. There are photos of two deputy directors of the Minority Business Development Agency of the U. S. Department of Commerce, Theron J. Bell, and Victor M. Rivera. Their short biographical notes are also included, which do not indicate the relationship either had with the UAIDV.

Other photographs show unidentified individuals and, while some are identified by name, there is no explanation as to their relation to UAIDV. Included are images of participants from the Horizon House Drug Rehabilitation Program. There are thirteen images from the *Windwalker* movie production, from 1980.

Other undated materials in this subseries include four contact sheets of a fashion show, three contact sheets of unidentified images; one slide and one negative of unidentified images as well. One artifact, which is an unfinished cross-stitch sampler, rounds out this subseries.

Separation report

A large collection of books, newspapers, pamphlets, almanacs, brochures, bulletins, guides, surveys, and other publications were accessioned with the United American Indians of the Delaware Valley Records when this collection arrived to the Balch Institute for Ethnic Studies. In 1994 many of these publications were separated from the collection and transferred to the Balch Institute for Ethnic Studies Library. Some of these materials were duplicates of those that remain in the collection. Following the merger of the Balch Institute with the HSP in 2002, these materials were placed in the HSP Library. The list of these materials may be found in the collection folder.

In addition, in 2004 a number of the materials were removed from the collection. These materials include cancelled checks; employee time sheets; general maps of the U.S.A.; brochures, pamphlets, flyers, and newsletters of a general nature; general education and test printed materials and flash cards, several catalogs, filmstrips and audiocassettes on general education; and a desk plaque.

Also in 2004, the following materials were removed from the collection and transferred to the HSP Library:

Serials:

Rising Sun Newsletter, United American Indians of the Delaware Valley, Philadelphia, PA.

1976, January-February, Volume 1, No.3 (2 copies)

1977, March 28

1978, May, No.2 (2 copies)

1978, July, No.3

1979, April, Volume 3, No.4

1979, December, Volume 3, No. 12

1980, January, Volume 4, No. 1

1980, February/March, Volume 4, No. 2, 3 (3 copies)

1980, April, Volume 4, No. 4

Polish-American News, Philadelphia, PA, December 1987, August 1989.

Related materials

United American Indians of the Delaware Valley, Collection SPC 406. The Historical Society of Pennsylvania.

Forgotten legacy, Native American concepts and the formation of the United States government: sponsored by United American Indians of Delaware Valley.

Philadelphia, Pa.: United American Indians of Delaware Valley, 1989. The Historical Society of Pennsylvania.

Serial:

Rising Sun. United American Indians of the Delaware Valley. The Historical Society of Pennsylvania.

Other institutions:

Farr, Gail E. *History and register of the records of the United American Indians of Delaware Valley*, 1972-1990. Philadelphia, PA: Balch Institute for Ethnic Studies, 1994. Library of Congress.

Reference

Multicultural Affairs Congress. <http://www.philadelphiamac.org/Nativefin.html>
Native Americans of North America, Microsoft Encarta Online Encyclopedia.
http://encarta.msn.com/encyclopedia_761570777/Native_Americans_of_North_America.html

Subjects

Gathering of Nations — Pow Wow — Pennsylvania — Philadelphia — 20th century
Indian councils
Indians of North America — Civil rights — Pennsylvania — 20th century
Indians of North America — Culture
Indians of North America — Economic conditions
Indians of North America — Education — Pennsylvania — 20th century
Indians of North America — Education (Higher) — Pennsylvania — 20th century
Indians of North America — Employment — Pennsylvania — 20th century
Indians of North America — Pennsylvania — Philadelphia — Exhibitions — 20th century
Indians of North America — History — 20th century
Indians of North America — Pennsylvania — Housing — 20th century
Indians of North America — Maps — 20th century
Indians of North America — Pennsylvania — Societies, etc.
Indians of North America — Population — 20th century
Indians of North America — Public welfare — 20th century
Indians of North America — Recreation — 20th century
Indians of North America — Scholarships, fellowships, etc.
Indians of North America — Social conditions — 20th century
Indians of North America — Social life and customs — 20th century
Indians of North America — Social work & counseling — Pennsylvania — 20th century
Indians of North America — Statistics — 20th century
Indians of North America — Study and teaching — Activity programs — 20th century
Indians of North America — Urban residence — 20th century
Off-reservation Indians
Pennsylvania — Ethnic groups — Societies, etc.
Race discrimination — Psychological effects — 20th century
Race relations — Pennsylvania — 20th century
Tribes of Native America — 20th century
Vocational education — Pennsylvania — 20th century

Bernardino, Yvone E.
Lynch, William H.
Smith, Louise D.
Tsonakwa, Gerard Rancourt
Warner, Deanna

Coalition of Eastern Native Americans
United American Indians of the Delaware Valley
United States. Administration for Native Americans
United States. Comprehensive Employment and Training Act
United States. Department of Health, Education, and Welfare
United States. Department of Labor
United States. Department of Labor. Manpower Administration
United States. Employment and Training Administration
United States. Employment and Training Administration. Division of Indian and Native
American Programs

Administrative Information

Restrictions

User restrictions for documents that contain sensitive, personal information include the following:¹

From Box 9: [BOX 97]

Folder 11, Executive director files: (R.G. Tsonakwa) Evaluation [of], 1980 (Open in 2055)

From Box 23: [BOX 97]

Folder 1, Miscellaneous job applications, 1977-1981 (Open in 2052-2056)

Folder 2, Log book (students), 1984-1985, (Open in 2009-2010)

Folder 3, Employee files: "A" 1978-1980, (Open in 2053-2055)

Folder 4, Employee files: "Be...-Bl..." 1978-1981 (Open in 2053-2056)

Folder 5, Employee files: "Bro.." 1975-1978 (Open in 2050-2053)

Folder 6, Employee files: "Bru..." 1978 (Open in 2053)

Folder 7, Employee files: "By..." 1980 (Open in 2055)

Folder 8, Employee files: "Cap..." 1977-1978 (Open in 2052-2053)

Folder 9, Employee files: "Car..." 1975-1984 (Open in 2050-2059)

Folder 10, Employee files: "Cat...-Cl..." 1978-1983 (Open in 2053-2058)

Folder 11, Employee files: "Colfe.." 1976-1979 (Open in 2051-2054)

Folder 12, Employee files: "Colfi.. – Cor.." 1979-1980 (Open in 2054-2055)

Folder 13, Employee files: "Cou...-Cr..." 1977-1989 (Open in 2052-2054)

From Box 24: [BOX 98]

Folder 1, Employee files: "D" 1978-1980 (Open in 2053-2055)

Folder 2, Employee files: "E" 1979-1982 (Open in 2054-2057)

Folder 3, Employee files: "F" 1981-1982 (Open in 2056-2057)

Folder 4, Employee files: "G" 1973-1985 (Open in 2048-2060)

Folder 5, Employee files: "H" 1976-1985 (Open in 2051-2060)

Folder 6, Employee files: "I" 1981-1983 (Open in 2056-2058)

Folder 7, Employee files: "Jack.." 1982 (Open in 2057)

Folder 8, Employee files: "Jaco.." 1977-1983 (Open in 2052-2058)

Folder 9, Employee files: "Jan...-Jor..." 1975-1986 (Open in 2050-2061)

Folder 10, Employee files: "K" 1979, 1982 (Open in 2054, 2057)

Folder 11, Employee files: "Le...-Lo..." 1975-1985 (Open in 2050-2060)

Folder 12, Employee files: Lynch 1976-1978 (Open in 2051-2053)

Folder 13, Employee files: "M" 1975-1983 (Open in 2050-2058)

From Box 25: [BOX 99]

Folder 1, Employee files: "N" 1982 (Open in 2057)

Folder 2, Employee files: "O" 1975-1983 (Open in 2050-2058)

Folder 3, Employee files: "P" 1977-1983 (Open in 2052-2058)

¹ These folders have been moved to boxes 97-101 [as indicated in brackets] and will be re-filed within in the collection as the restrictions end.

Folder 4, Employee files: "Q" 1978-1979 (Open in 2053-2059)
Folder 5, Employee files: "Re.." 1977-1984 (Open in 2052-2059)
Folder 6, Employee files: "Ri.-Ro.." 1974-1986 (Open in 2049-2061)
Folder 7, Employee files: "Sa.-Sm.." 1976-1982 (Open in 2051-2057)
Folder 8, Employee files: "St.." 1976-1982 (Open in 2051-2057)
Folder 9, Employee files: "T" 1979-1982 (Open in 2054-2057)
Folder 10, Employee files: "W" 1976-1983 (Open in 2051-2058)
Folder 11, Employee files: "Y" 1985 (Open in 2060)
Folder 12, Personnel terminations, 1978-1979 (Open in 2053-2054)

From Box 36: [BOX 99]

Folder 1, Payroll records, 1974 (Open in 2049)
Folder 2, Payroll record book, 1975 (Open in 2050)
Folder 3-4, Payroll employee records, 1975 (Open in 2050)
Folder 6, Disbursement payroll account, 1975, 1977-1978 (Open in 2050, 2052-2053)
Folder 7, Payroll records, 1982-1983, 1987 (Open in 2057-2058, 2062)

From Box 64: [BOX 101]

Folder 9, Participant characteristics worksheets, 1980 (Open in 2055)
Folder 10-11, Participant status summary, 1979-1981 (Open in 2054-2056)

From Box 79: [BOX 100]

Folder 1, Student files "A" 1978-1979 (Open in 2053-2054)
Folder 2, Student files "Ba.-Bl.." 1975-1983 (Open in 2050-2058)
Folder 3, Student files "Br.." 1976-1978 (Open in 2051-2053)
Folder 4, Student files "C" 1977-1983 (Open in 2052-2058)
Folder 5, Student files "D" 1977-1984 (Open in 2052-2059)
Folder 6, Student files "E-F" 1976-1977 (Open in 2051-2052)
Folder 7, Student files "G-H" 1977-1982 (Open in 2052-2057)
Folder 8, Student files "I-K" 1977-1984 (Open in 2052-2059)
Folder 9, Student files "L" 1976-1983 (Open in 2051-2058)
Folder 10, Student files "M" 1976-1979 (Open in 2052-2056)
Folder 11, Student files "N-O" 1977-1981 (Open in 2051-2058)
Folder 12, Student files "R" 1976-1983 (Open in 2051-2058)
Folder 13, Student files "S" 1977-1981 (Open in 2052-2056)
Folder 14, Student files "T" 1976-1982 (Open in 2051-2057)
Folder 15, Student files "V-W" 1979-1980 (Open in 2054-2055)

From Box 80: [BOX 100]

Folder 10, Duke University School of Law – application for admission, 1984
(Open in 2059)

From Box 85: [BOX 100]

Folder 4, Teachers roll book, 1975-1976 (Open in 2050-2051)
Folder 6, Employer evaluation for job placement, 1977 (Open in 2052)
FF #6, CETA participant tracking worksheets, 1978-1979 (Open in 2053-2054)

Folder 8, CETA client files (Chickilelie, Andy), 1979 (Open in 2054)
Folder 9, CETA participant status report, 1979 (Open in 2054)
Folder 10, Applications for enrollment, 1979-1981 (Open in 2054-2056)
Folder 11, CETA participant lists, 1980-1982 (Open in 2055-2057)
Folder 14, JTPA — CRT lists, 1984-1986 (Open in 2009-2011)

In flat files:

Flat file #6, CETA participant tracking worksheets, 1978-1979 (Open in 2053-2054)
Flat file #7, Payroll and tax records, 1980, 1982-1983 (Open in 2055, 2057-2058)
Flat file #8, Payroll records 1977-1979 (Open in 2053-2055)

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The collection was donated by the organization in 1991 and 1993.

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Alternative format

None.

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Processing note

This collection was revisited in January 2004 to complete prior processing, which consisted of some series arrangement and initial inventory. In January 2004, the processing of the collection included additional review of the materials, some alteration in series arrangement, and the re-housing of materials.

Box and folder listing

NOTE: Under the "Box" column, bracketed numbers indicate the boxes to which restricted folders were moved.

Series 1. Administrative. A. Operations and organizational structure

Folder title	Date	Box	Folder
History notes	1970-1980, n.d.	1	1
Agreements	1974	1	2
Organizational and committee structures	1975-1980	1	3
Certificate of CENA membership	1975	1	4
License for use of property	1975	1	5
Dedication of property, property contracts, and related materials	1975-1979, 1984	1	6
Deed and Bill of Sale	1976	1	7
Building renovation proposal	1977-1978	1	8
Article of Incorporation	1979	1	9
Aims, problems, and organizational evaluations	1974-1988, n.d.	1	10

Series 1. Administrative. B. Bylaws

Folder title	Date	Box	Folder
Charter	1971	1	11
Bylaws	1974	1	12
Bylaws, revised	1976	1	13
Bylaws (draft of 1976 revision)	1977	1	14
Bylaws, revised	May 1978	1	15
Bylaws, revised	Sep. 1978	1	16
Bylaws, revision adopted	Oct. 1978	1	17
Bylaws, approved	Nov. 1978	1	18
Bylaws, revision (working draft)	1978-1979	1	19
Bylaws, revision (draft)	Mar. 1979	1	20
Bylaws, revision (draft)	Jun. 1979	1	21
Bylaws	1979	1	22
Bylaws, approved	Mar. 1980	1	23
Bylaws, proposed revision notes	1981-1982	1	24
Bylaws, revision	1983	2	1
Bylaws	1985, n.d.	2	2
Bylaws committee correspondence	1975-1977	2	3
Bylaws committee minutes	1979	2	4

Series 1. Administrative. C. Correspondence, general

Folder title	Date	Box	Folder
Correspondence	1972	2	5
Correspondence	1973-1974	2	6
Correspondence	1975	2	7
Correspondence	1976	2	8
Correspondence	1977	2	9
Correspondence	1978	2	10
Correspondence	1979	2	11
Correspondence	1980-1985	2	12
Correspondence	1986-1990	2	13
Correspondence	n.d.	2	14

Series 1. Administrative. D. Staff meetings, minutes, and memoranda

Folder title	Date	Box	Folder
Memoranda	1976	2	15
Memoranda	1977	2	16
Memoranda	1978	2	17
Memoranda	1979	3	1
Memoranda	1980-1982	3	2
Correspondence	1979	3	3
Meetings and minutes	1975-1976	3	4
Meetings and minutes	1977	3	5
Meetings and minutes	1978	3	6
Meetings and minutes	1979	3	7
Meetings and minutes	1980	3	8
Meetings and minutes	1981	3	9
Meetings and minutes	1982-1983	3	10
Meetings and minutes	1986-1987	3	11
Weekly staff and CETA staff minutes	Dec. 1977-June 1980	3	12
Meeting requests	1981-1982	3	13
Flyers: CETA convention	1980	N/A	FF #1
Flyers: Pow Wow	1983, 1990	N/A	FF #1, 4
Flyers: Other	1987, 1990, n.d.	N/A	FF #1
Calendars of events, classes, etc. (posters)	1979-1980	N/A	FF # 2

Series 1. Administrative. E. Presidents and board of directors

Folder title	Date	Box	Folder
Presidents: William H. Lynch – Correspondence	1974	3	14
Presidents: William H. Lynch – Correspondence	1982	3	15
Presidents: William H. Lynch – Correspondence	1983	3	16
Presidents: William H. Lynch – Correspondence	1985-1986	3	17
Presidents: William H. Lynch – Correspondence	1987	3	18
Presidents: Robert Lynch – Correspondence	1973-1974	3	19
Presidents: Robert Lynch – Correspondence	1975	3	20
Presidents: Mack C. Lynch – Correspondence	1976	3	21
Presidents: Linquest Clark – Correspondence	1977-1980	3	22
Presidents: Joel Stewart – Correspondence	1979-1980	3	23
Presidents: Charles Croft – Correspondence	Jan.-Mar. 1980	3	24
Presidents: Charles Croft – Correspondence	Apr.-May 1980	3	25
Presidents: Charles Croft – Correspondence w/Delaware County Legal Assistance Association	1980	4	1
Presidents: Charles Croft – Correspondence w/Glemede Trust	Apr. 1980	4	2
Presidents: Charles Croft – Correspondence w/ National Indian Council re: ANA policies	1980	4	3
Presidents: Charles Croft – Correspondence w/ opportunities Industrialization Center, Inc.	1980	4	4
Presidents: Charles Croft – Correspondence w/DHEW re: CETA program	1980	4	5
Presidents: Charles Croft – Inventory of UAIDV assessments	1980	4	6
Presidents: Charles Harley – Correspondence	1981	4	7
Presidents: Miscellaneous correspondence	1987	4	8
Board of directors: List of members and structure	1977-1979	4	9
Board of directors: Personnel policies and procedure manual	1979	4	10
Board of directors: Candidates for executive directors	1980	4	12
Board of directors: Committees' duties	1979	4	13
Board of directors: Building committee	1979-1980	4	14
Board of directors: Culture committee	1979	4	15
Board of directors: Election committee	1979	4	16
Board of directors: Finance committee	1980	4	17
Board of directors: Membership committee	1976-1980	4	18
Board of directors: Personnel committee	1977-1980	4	19
Board of directors: Planning committee	1979-1980	4	20
Board of directors: Pow Wow committee	1979-1982	4	21

Board of directors: Program committee	1979-1980	4	22
Board of directors: Public relations committee	1981	4	23
Board of directors: Social committee	1979-1980	4	24
Board of directors: Youth committee	1980	4	25
Board of directors: Correspondence	1974	4	26
Board of directors: Correspondence	1975-1976	4	27
Board of directors: Correspondence	1977	4	28
Board of directors: Correspondence	1979	4	29
Board of directors: Correspondence	1980	4	30
Board of directors: Correspondence re: Grant application	1980	4	31
Board of directors: Correspondence	1981-1986	4	32
Board of directors: Needs assessment survey	1977	4	33
Board of directors: Salary information	1980	4	34
Board of directors: Meetings and minutes	1974-1976	5	1
Board of directors: Meetings and minutes	1977	5	2
Board of directors: Meetings and minutes	1978	5	3
Board of directors: Meetings and minutes	Jan.-May 1979	5	4
Board of directors: Meetings and minutes	Jun.-Dec. 1979	5	5
Board of directors: Meetings and minutes	Jan.-Jul. 1980	5	6
Board of directors: Meetings and minutes	Aug.-Dec. 1980	5	7
Board of directors: Special emergency meeting (salary information for executive director)	Mar. 1980	5	8
Board of directors: Meetings and minutes	1981	5	9
Board of directors: Meetings and minutes	1982-1989	5	10

Series 1. Administrative. F. Executive directors and administrative assistants

Folder title	Date	Box	Folder
Executive directors: Job descriptions	1980	5	11
Executive directors: Resumes	n.d.	5	12
Executive directors: Calendar and action steps dealing with ANA objectives	1979-1980	5	13
Executive director: (William H. Lynch) Statistical survey	1975	5	14
Executive director: (William H. Lynch) Reports and statement of needs	1975	5	15
Executive directors: (William H. Lynch) Program reports	1976-1978	5	16
Executive director: (William H. Lynch) Grant application for youth employment	1978	5	17
Executive director: (William H. Lynch) Correspondence w/CENA	1973-1974	6	1

Executive director: (William H. Lynch) Correspondence (incoming)	Jan.-Jul. 1974	6	2
Executive director: (William H. Lynch) Correspondence (incoming)	Aug. 1974	6	3
Executive director: (William H. Lynch) Correspondence (incoming)	Sep. 1974	6	4
Executive director: (William H. Lynch) Correspondence (incoming)	Oct. 1974	6	5
Executive director: (William H. Lynch) Correspondence (incoming)	Nov.-Dec. 1974	6	6
Executive director: (William H. Lynch) Correspondence (incoming)	Jan.-Jun. 1975	6	7
Executive director: (William H. Lynch) Correspondence (incoming)	Jul.-Dec. 1975	6	8
Executive director: (William H. Lynch) Correspondence w/CENA	1975, 1977	6	9
Executive director: (William H. Lynch) Correspondence (incoming)	Jan.-Feb. 1976	6	10
Executive director: (William H. Lynch) Correspondence (incoming)	Mar.-Apr. 1976	6	11
Executive director: (William H. Lynch) Correspondence (incoming)	May-Jun. 1976	6	12
Executive director: (William H. Lynch) Correspondence (incoming)	Jul.-Oct. 1976	6	13
Executive director: (William H. Lynch) Correspondence (incoming)	Nov.-Dec. 1976	6	14
Executive director: (William H. Lynch) Memoranda	1976	7	1
Executive director: (William H. Lynch) Memoranda	1977	7	2
Executive director: (William H. Lynch) Correspondence (incoming)	1977	7	3
Executive director: (William H. Lynch) Correspondence (incoming)	1978	7	4
Executive director: (William H. Lynch) Correspondence re: Legislation and tribal recognition	1978	7	5
Executive director: (William H. Lynch) Correspondence (outgoing)	1974-1975	7	6
Executive director: (William H. Lynch) Correspondence, outgoing (solicitation of gifts and contributions)	1975-1976	7	7
Executive directors: (William H. Lynch) Correspondence (outgoing)	1976	7	8
Executive director: (William H. Lynch) Correspondence (outgoing)	Jan.-Apr. 1977	7	9
Executive director: (William H. Lynch) Correspondence (outgoing)	May-Dec. 1977	7	10

Executive director: (William H. Lynch) Correspondence (outgoing)	Jan.-Feb. 1978	8	1
Executive director: (William H. Lynch) Correspondence (outgoing)	Mar. 1978	8	2
Executive director: (William H. Lynch) Correspondence (outgoing)	May-Dec. 1978	8	3
Executive director: (Louise Smith) Correspondence	1977	8	4
Executive director: (Louise Smith) Correspondence	1978	8	5
Executive director: (Louise Smith) Correspondence	Jan.-Feb. 1979	8	6
Executive director: (Louise Smith) Correspondence	Mar.-Apr. 1979	8	7
Executive director: (Louise Smith) Correspondence	May 1979	8	8
Executive director: (Louise Smith) Correspondence	Jun. 1979	8	9
Executive director: (Louise Smith) Correspondence	Jul.-Aug. 1979	8	10
Executive director: (Louise Smith) Correspondence	Sep.-Nov. 1979	8	11
Executive director: (Louise Smith) Correspondence	Dec. 1979	8	12
Executive director: (Louise Smith) Correspondence re: Harvest Day Committee	Oct. 1979	8	13
Executive director: (Louise Smith) Correspondence w/U. S. Department of Housing and Urban Development	1979	8	14
Executive director: (Louise Smith) Correspondence	Jan. 1980	8	15
Executive director: (Louise Smith) Correspondence	Feb.-May 1980	8	16
Executive director: (Louise Smith) Memoranda	1978	8	17
Executive director: (Louise Smith) Memoranda (Salary increase)	1979	8	18
Executive director: (Louise Smith) Memoranda (Self assessment study)	Feb.-Mar. 1979	9	1
Executive director: (Louise Smith) Memoranda	Jan.-Apr. 1979	9	2
Executive director: (Louise Smith) Memoranda	May-Aug. 1979	9	3
Executive director: (Louise Smith) Memoranda	Sep. 1979	9	4
Executive director: (Louise Smith) Memoranda	Oct.-Dec. 1979	9	5
Executive director: (Louise Smith) Memoranda	1980	9	6
Executive director: (Louise Smith) Calendar	1979-1980	9	7
Executive director: (Louise Smith) Monthly reports	1979	9	8
Executive director: (Louise Smith) Reports	1980-1981	9	9
Executive director: (Gerard Rancourt Tsonakwa) Correspondence re: Metrolina Native American Association and Charlotte Nature Museum	1978	9	10
Executive director: (Gerard Rancourt Tsonakwa) Portfolio	Mar. 1980	9	11
Executive director: (Gerard Rancourt Tsonakwa) Work plan and monthly reports	1980-1981	9	12
Executive director: (Gerard Rancourt Tsonakwa) Evaluation [of]- RESTRICTED until 2055	1980	9 [97]	13

Executive director: (Gerard Rancourt Tsonakwa) Correspondence w/Philadelphia Urban Coalition	1980	9	14
Executive director: (Gerard Rancourt Tsonakwa) Correspondence	1981	9	15
Executive director: (Gerard Rancourt Tsonakwa) Memoranda	1981	9	16
Executive director: (Paul Cotton) Memoranda	1981	9	17
Executive director: (Paul Cotton) Memoranda	1982	9	18
Executive director: (Paul Cotton) Correspondence	1982	9	19
Executive director: (Thomas Carrigan) Correspondence re: Pennsylvania Council on the Arts	Aug. 1982	9	20
Executive director: (Thomas Carrigan) Correspondence	Oct.-Dec. 1982	9	21
Executive director: (Thomas Carrigan) Correspondence	1983	9	22
Executive director: (Thomas Carrigan) Correspondence	1984	9	23
Executive director: (Thomas Carrigan) Correspondence re: Financial management	1984	9	22
Executive director: (Thomas Carrigan) Correspondence	1985-1986	9	24
Executive director: (Thomas Carrigan) Salary information	1984	9	25
Executive director: (Angelique Seay) Correspondence	1985	10	1
Executive director: (Angelique Seay) Correspondence	1986	10	2
Executive director: (Angelique Seay) Correspondence	1987	10	3
Executive director: (Angelique Seay) Correspondence w/Pennsylvania Council on the Arts	1987	10	4
Executive director: (Angelique Seay) Correspondence re: Cultural programs	1987	10	5
Executive director: (Angelique Seay) Correspondence w/Philadelphia youth Service Corps	1988	10	6
Executive director: (Angelique Seay) Correspondence	1989-1990	10	7
Executive directors: General correspondence: American Indian Community House	1976	10	8
Executive directors: General correspondence: American Indian Festival Committee	1976	10	9
Executive directors: General correspondence: American Indian Policy Review Commission	1975	10	10

Executive directors: General correspondence: American Indian Policy Review Commission	1976	10	11
Executive directors: General correspondence: re: Black Hawk Spring	1977	10	12
Executive directors: General correspondence: Boards and Commissions (lists)	1980	10	13
Executive directors: General correspondence: Cardinal's Commission on Human Relations	1979-1980	10	14
Executive directors: General correspondence: Century IV Philadelphia Celebration	1982	10	15
Executive directors: General correspondence: Certain-Teed Products Corporation	1978	10	16
Executive directors: General correspondence: re: Chaine des Rotisseurs — Native American dinner	1982	10	17
Executive directors: General correspondence: Church of Jesus Christ – Urban Indian Committee	1981	10	18
Executive directors: General correspondence: Council of Three Rivers American Indian Center	1974-1977	10	19
Executive directors: General correspondence: Cumberland County Association for Indian People	n.d.	10	20
Executive directors: General correspondence: Family Planning Council of SE Pennsylvania	1986	10	21
Executive directors: General correspondence: Fellowship Commission	1978	10	22
Executive directors: General correspondence: Health and Welfare Council, Inc.	1977-1978	10	23
Executive directors: General correspondence: re: Indian Health Care Improvement Act	1976-1977	11	1
Executive directors: General correspondence: re: Indian Health Care Improvement Act	1978	11	2
Executive directors: General correspondence: Indian Historian Press, Inc.	1974	11	3
Executive directors: General correspondence: re; Indian Recognition Bills	1978	11	4
Executive directors: General correspondence: Indian Rights Association	n.d.	11	5
Executive directors: General correspondence: re: Iroquois Confederacy	1988	11	6
Executive directors: General correspondence: Lenape Land Association	1975-1978	11	7
Executive directors: General correspondence: Lenne Lenape Historical Society	1989	11	8
Executive directors: General correspondence: re: Lumbee Indians	1979	11	9
Executive directors: General correspondence: Lumbee Regional Development Association, Inc.	1976-1977	11	10

Executive directors: General correspondence: re: Mattaponi Indians	n.d.	11	11
Executive directors: General correspondence: National Advisory Council on Indian Education	1978-1981	11	12
Executive directors: General correspondence: National Congress of American Indians	1980	11	13
Executive directors: General correspondence: National Urban Indian Council	1977-1983	11	14
Executive directors: General correspondence: Native American Intertribal Society	1975	11	15
Executive directors: General correspondence: Native American Technical Assistance Corporation	1976	11	16
Executive directors: General correspondence: New Jersey American Indian Center	1978	11	17
Executive directors: General correspondence: Opportunities Industrialization Center, Inc.	1975	11	18
Executive directors: General correspondence: Ozark Indian Store	1975	11	19
Executive directors: General correspondence: Pennsylvania Coalition of Native Americans and Indian Association	1973-1974	11	20
Executive directors: General correspondence: Pennsylvania Council on the Arts	1980-1981	11	21
Executive directors: General correspondence: Pennacania, Inc.	1975	11	22
Executive directors: General correspondence: Pennsylvania Governor's Affirmative Action Council	1975	11	23
Executive directors: General correspondence: Pennsylvania SER/Jobs for Progress, Inc.	1975-1976	11	24
Executive directors: General correspondence: Pennsylvania State Task Force to Assess Needs of Indians	1974	11	25
Executive directors: General correspondence: Pennsylvania State Task Force to Assess Needs of Indians	1975	11	26
Executive directors: General correspondence: Pennsylvania State Task Force to Assess Needs of Indians	1976	12	1
Executive directors: General correspondence: Pennsylvania State Task Force to Assess Needs of Indians	1977	12	2
Executive directors: General correspondence: Pennsylvania State University	1972-1974	12	3

Executive directors: General correspondence: Philadelphia Board of Education (listing of American Indian Pupils)	1979	12	4
Executive directors: General correspondence: Philadelphia Native American Solidarity Committee	1976	12	5
Executive directors: General correspondence: Philadelphia '76 Commission (misc.)	1974-1976	12	6
Executive directors: General correspondence: Philadelphia '76 Commission re: Advisory Committee on Ethnic Heritage	1974-1976	12	7
Executive directors: General correspondence: Philadelphia '76 Commission re: Ethnic Nationalities Grant Programs	1975-1976	12	8
Executive directors: General correspondence: Philadelphia '76 Commission re: Manayunk Native American Center and American Indian Museum	1974	12	9
Executive directors: General correspondence: Philadelphia '76 Commission re: Native American Indian Week	1975-1976	12	10
Executive directors: General correspondence: Philadelphia '76 re: Commission Native American Indian Week (report)	1976	12	11
Executive directors: General correspondence: Philadelphia Urban Coalition	1977	12	12
Executive directors: General correspondence: Phoenix Indian Center	1977	12	13
Executive directors: General correspondence: Presbytery of Philadelphia re: Chester Community Improvement Project	1978-1979	12	14
Executive directors: General correspondence: Public Committee for the Humanities	1979	12	15
Executive directors: General correspondence: Research for Better Schools, Inc.	1974	12	16
Executive directors: General correspondence: Seattle Indian Center, Inc.	1976	12	17
Executive directors: General correspondence: U. S. Comptroller General re: Report on Indian Health Service	1976	13	1
Executive directors: General correspondence: U.S. Department of Commerce, Bureau of the Census	1986-1990	13	2
Executive directors: General correspondence: U.S. DHEW, Division of Federal Property Assistance	1976-1977	13	3
Executive directors: General correspondence: U.S. DHEW, Office of Education re: Application for grants under consumers' education program	1980	13	4

Executive directors: General correspondence: U.S. DHEW, Public Health Service re: Outpatient clinic	1979	13	5
Executive directors: General correspondence: U.S. Department of Interior re: Application for use of eagle feathers	1986	13	6
Executive directors: General correspondence: U.S. Department of Interior, Bureau of Indian Affairs (information about Indians)	1977	13	7
Executive directors: General correspondence: United Way of Southeastern Pennsylvania re: Community Development fund	1983	13	8
Executive directors: General correspondence: Warminster Community Center re: Contract w/UAIDV for use of space	1981	13	9
Executive directors: General correspondence: Yankton Sioux Tribe Community Education	1977	13	10
Executive directors: General correspondence: Miscellaneous	1973-1985, n.d.	13	11
Administrative assistants: (Blanche Jacobs) Correspondence	1981-1982	13	12
Administrative assistants: (Waneeta Thornton) Correspondence and memoranda	1981-1982	13	13

Series 1. Administrative. G. Treasurer, financial manager, and planning office

Folder title	Date	Box	Folder
Treasurer: (Norman Seay) Correspondence and memoranda	1976-1977	13	14
Treasurer: (Norman Seay) Indian manpower Programs (Comprehensive Manpower Plan "Fiscal 1977")	1977	13	15
Financial manager: (T. J. Carrigan) Correspondence	1976-1977	14	1
Financial manager: (T. J. Carrigan) Correspondence re: Matching funds	1977-1978	14	2
Financial manager: (T. J. Carrigan) Correspondence	1978	14	3
Financial manager: (T. J. Carrigan) Correspondence re: Operation Planning System (OPS)	1978	14	4
Financial manager: (T. J. Carrigan) Correspondence	1979	14	5
Financial manager: (T. J. Carrigan) Memoranda	1977	14	6
Financial manager: (T. J. Carrigan) Memoranda	Jan.-May 1978	14	7
Financial manager: (T. J. Carrigan) Memoranda	Jun.-Aug. 1978	14	8

Financial manager: (T. J. Carrigan) Memoranda	Oct.-Dec. 1978	14	9
Financial manager: (T. J. Carrigan) Memoranda	Jan.-Mar. 1979	14	10
Financial manager: Salary information	1979	14	11
Financial manager: (J. A. Glavin) Correspondence re: Cost allocation between ANA and CETA grants	1979	14	12
Financial manager: (J. A. Glavin) Correspondence	1979-1980	14	13
Financial manager: (J. A. Glavin) Memoranda	Apr.1979-Mar. 1980	14	14
Financial manager	1980	14	15
Financial manager: (R. Fraser) Log	1980-1982	14	16
Financial manager: (R. Fraser) Notes from staff meetings	Dec. 1980-Nov. 1981	14	17
Financial manager: (R. Fraser) Memoranda	Mar.-Dec. 1981	14	18
Financial manager: (R. Fraser) Memoranda re: Duties of UAIDV fiscal officer	1980-1982	14	19
Financial manager: (R. Fraser) Prospective funding sources-planning info	1981	14	20
Planning office: Correspondence re: Emergency School Aid Act	1975	15	1
Planning office: Correspondence re: Consumer Education Programs for American Indians	1975	15	2
Planning office: Correspondence re: Sources for grants	1975	15	3
Planning office: Correspondence re: Private funding	1975	15	4
Planning office: Correspondence re: Campaign for Human Development	1976	15	5
Planning office: Correspondence re: Fund-raising	1976	15	6
Planning office: Correspondence w/National Endowment for the Arts	1976	15	7
Planning office: Correspondence re: Fund-raising	1977	15	8
Planning office: Correspondence w/Arbar Fund, Inc.	1977	15	9
Planning office: Correspondence w/Arrow Creek Association	1977	15	10
Planning office: Correspondence re: Housing and Community Development	1977	15	11
Planning office: Correspondence w/Delaware foundations	1977	15	12
Planning office: Correspondence w/Executive Council of the Episcopal Church	1977	15	13
Planning office: Correspondence w/Ford Foundation re: UAIDV building renovation	1977	15	14

Planning office: Correspondence w/Pennsylvania Department of Community Affairs re: Cultural programs	1977	15	15
Planning office: Correspondence re: Pennsylvania Emergency Fuel Program	1977	15	16
Planning office: Correspondence w/Pennsylvania foundations	1977	15	17
Planning office: Correspondence w/Samuel S. Fels Fund	1977	15	18
Planning office: Correspondence w/Edna McConnell Clark Foundation	1977-1978	15	19
Planning office: Correspondence re: Fund-raising	1977-1978	15	20
Planning office: Correspondence re: Applying for grants	1978	15	21
Planning office: Correspondence, miscellaneous	n.d.	16	1
Planning office: Job description (planner/fiscal officer)	1980	16	2
Planning office: Fund-raising seminar	1983	16	3
Planning office: Articles (reprints) on nonprofit fund-raising	1985-1988	16	4

Series 1. Administrative. H. Community coordinator

Folder title	Date	Box	Folder
Yvone. E. Bernardino: Resume	n.d.	16	5
Yvone. E. Bernardino: Correspondence (leaflets and flyers)	1982-1984	16	6
Yvone. E. Bernardino: Correspondence	Mar. 1984	16	7
Yvone. E. Bernardino: Correspondence	Apr.-Jul. 1984	16	8
Yvon. E. Bernardino: Correspondence	Aug.-Dec. 1984	16	9
Yvone. E. Bernardino: Correspondence re: Gift Shop	1984	16	10
Yvone. E. Bernardino: Correspondence re: Museum proposal	1984	16	11
Yvone. E. Bernardino: Correspondence w/Council for American Indian Ministry	1984-1985	16	12
Yvone. E. Bernardino: Correspondence w/Delaware Valley American Indian Community Center	1984	16	13
Yvone. E. Bernardino: Correspondence w/Philadelphia Urban Coalition	1985	16	14
Yvone. E. Bernardino: Correspondence	Jan.-Apr. 1985	16	15
Yvone. E. Bernardino: Correspondence	May-Aug. 1985	16	16
Yvone. E. Bernardino: Correspondence	Sep.-Dec. 1985	16	17

Yvone. E. Bernardino: Correspondence w/Goode W. Wilson	1985-1986	16	18
Yvone. E. Bernardino: Correspondence	Jan.-Jul. 1986	16	19
Yvone. E. Bernardino: Correspondence	Aug.-Sep. 1986	16	20
Yvone. E. Bernardino: Correspondence	Oct. 1986	16	21
Yvone. E. Bernardino: Correspondence	Nov.-Dec. 1986	16	22
Yvone. E. Bernardino: Correspondence re: Thanksgiving Day Parade	Nov. 1986	16	23
Yvone. E. Bernardino: Correspondence	Jan.-Mar. 1987	17	1
Yvone. E. Bernardino: Correspondence	Apr.-Jun. 1987	17	2
Yvone. E. Bernardino: Correspondence	Jul.-Dec. 1987	17	3
Yvone. E. Bernardino: Correspondence w/DHEW re: Indian health service	1985-1988	17	4
Yvone. E. Bernardino: Correspondence re: Constitution Day Parade	1987	17	5
Yvone. E. Bernardino: Correspondence	Jan.-Apr. 1988	17	6
Yvone. E. Bernardino: Correspondence	May-Jul. 1988	17	7
Yvone. E. Bernardino: Correspondence	Aug.-Dec. 1988	17	8
Yvone. E. Bernardino: Correspondence	Jan.-Jun. 1989	17	9
Yvone. E. Bernardino: Correspondence	Jul.-Aug. 1989	17	10
Yvone. E. Bernardino: Correspondence	Sep.-Oct. 1989	17	11
Yvone. E. Bernardino: Correspondence	Nov.-Dec. 1989	17	12
Yvone. E. Bernardino: Correspondence w/Bilal Hamidullah Mu' Min	Jul.-Aug. 1989	17	13
Yvone. E. Bernardino: Correspondence w/Pierre Blue Horse Defense Committee	1989	17	14
Yvone. E. Bernardino: Correspondence (Articles)	1989	17	15
Yvone. E. Bernardino: Correspondence	Jan.-Feb. 1990	18	1
Yvone. E. Bernardino: Correspondence	Mar.-Apr. 1990	18	2
Yvone. E. Bernardino: Correspondence	May-June 1990	18	3
Yvone. E. Bernardino: Correspondence	Jul.-Oct. 1990	18	4
Yvone. E. Bernardino: Correspondence w/Urban Catholic Indian Ministries	1990	18	5
Yvone. E. Bernardino: Correspondence w/DHHS	1990	18	6
Yvone. E. Bernardino: Correspondence re: Lincoln University study of racial and ethnic minority elderly	1985-1990	18	7
Yvone. E. Bernardino: Correspondence (flyers)	1990	18	8
Yvone. E. Bernardino: Correspondence (invitations and programs of events)	1988-1990	18	9
Yvone. E. Bernardino: Mailing list	1986	18	10

Series 1. Administrative. I. Other administrative staff

Folder title	Date	Box	Folder
Manager of Human Resources: (Lewis Anderson) Correspondence	1983-1985	18	11
Manager of Human Resources: (Lewis Anderson) Correspondence	1986-1988	18	12
Miscellaneous correspondence	1978-1983	18	13
Public Relations record journal	1982	18	14(Volume #1)

Series 1. Administrative. J. Employee

Folder title	Date	Box	Folder
Position candidate search: Executive director	Mar. 1980	19	1
Position candidate search: Executive director	Apr. 1980	19	2-3
Position candidate search: Executive director-contract of employment w/salary provision	1981	19	4
Position candidate search: Executive secretary	1982	19	5
Position candidate search: Financial manager	Apr. 1979	19	6
Position candidate search: Fiscal officer	Oct. 1980	19	7
Position candidate search: GED teacher	1979	19	8-13
Position candidate search: GED instructor	1979	19	14
Position candidate search: GED instructor	Mar. 1982	20	1
Position candidate search: GED instructor (part-time)	Mar. 1982	20	2
Position candidate search: Training coordinator	Apr. 1983	20	3
Position candidate search: Career counselor	1979	20	4-8
Position candidate search: Guidance counselor	Aug. 1979	20	9
Position candidate search: Vocational counselor	Dec. 1982	20	10
Position candidate search: Vocational counselor	1983	21	1
Position candidate search: CETA program director	Apr. 1979	21	2
Position candidate search: CETA program director	Aug. 1979	21	3
Position candidate search: CETA program director	Mar.-Apr. 1980	21	4
Position candidate search: CETA program director	Oct. 1981	21	5-9
Position candidate search: CETA program director	Mar. 1982	21	10
Position candidate search: CETA treasurer	1979	22	1
Position candidate search: Administrative assistant	1980-1981	22	2

CETA requirements for job applicant eligibility (list)	n.d.	22	3
Personnel policy-procedures manual	1975-1976	22	4
Personnel policy-procedures manual (revision)	1978	22	5
Personnel policy-procedures manual	1979	22	6
Personnel policy-procedures manual, approved	Dec. 1979	22	7
Personnel policy-procedures manual	1985	22	8
Personnel policy-procedures manual	Feb. 1986	22	9
Job descriptions	1978-1979	22	10
Job descriptions	1982	22	11
Job descriptions	1985	22	12
Job descriptions	1988	22	13
Applicant screening criteria (forms)	1979	22	14
Sample performance appraisal reports	1974	22	15
Retirement plan	1977	22	16
Employee life insurance	1981	22	17
Staff list	1982	22	18
Miscellaneous job applicants — Some materials RESTRICTED until 2052-2056	1977-1981	23 [97]	1
Log book (students) — RESTRICTED until 2009-2010	1984-1985	23 [97]	2
Employee files: "A" — RESTRICTED until 2053-2055	1978-1980	23 [97]	3
Employee files: "Be...-Bl..." — RESTRICTED until 2053-2056	1978-1981	23 [97]	4
Employee files: "Bro..." — RESTRICTED until 2050-2053	1975-1978	23 [97]	5
Employee files: "Bru..." — RESTRICTED until 2053	1978	23 [97]	6
Employee files: "By..." — RESTRICTED until 2055	1980	23 [97]	7
Employee files: "Cap..." — RESTRICTED until 2052-2053	1977-1978	23 [97]	8
Employee files: "Car..." — RESTRICTED until 2050-2059	1975-1984	23 [97]	9
Employee files: "Cat...-Cl..." — RESTRICTED until 2053-2058	1978-1983	23 [97]	10
Employee files: "Colfe..." — RESTRICTED until 2051-2054	1976-1979	23 [97]	11
Employee files: "Colfi.. - Cor" — RESTRICTED until 2054-2055	1979-1980	23 [97]	12
Employee files: "Cou...-Cr.." — RESTRICTED until 2052-2054	1977-1989	23 [97]	13

Employee files: “D” — RESTRICTED until 2053-2055	1978-1980	24 [98]	1
Employee files: “E” — RESTRICTED until 2054-2057	1979-1982	24 [98]	2
Employee files: “F” — RESTRICTED until 2056-2057	1981-1982	24 [98]	3
Employee files: “G”— RESTRICTED until 2048-2060	1973-1985	24 [98]	4
Employee files: “H”— RESTRICTED until 2051-2060	1976-1985	24 [98]	5
Employee files: “I”— RESTRICTED until 2056-2058	1981-1983	24 [98]	6
Employee files: “Jack”— RESTRICTED until 2057	1982	24 [98]	7
Employee files: “Jacob”— RESTRICTED until 2052-2058	1977-1983	24 [98]	8
Employee files: “Jan..-Jor..”— RESTRICTED until 2050-2061	1975-1986	24 [98]	9
Employee files: “K”— RESTRICTED until 2054, 2057	1979, 1982	24 [98]	10
Employee files: “Le..-Lo..” — RESTRICTED until 2050-2060	1975-1985	24 [98]	11
Employee files: Lynch... — RESTRICTED until 2051-2053	1976-1978	24 [98]	12
Employee files: “M”— RESTRICTED until 2050-2058	1975-1983	24 [98]	13
Employee files: “N”— RESTRICTED until 2057	1982	25 [99]	1
Employee files: “O”— RESTRICTED until 2050-2058	1975-1983	25 [99]	2
Employee files: “P”— RESTRICTED until 2052-2058	1977-1983	25 [99]	3
Employee files: “Q”— RESTRICTED until 2053-2059	1978-1979	25 [99]	4
Employee files: “Re..”— RESTRICTED until 2052-2059	1977-1984	25 [99]	5
Employee files: “Ri..-Ro..”— RESTRICTED until 2049-2061	1974-1986	25 [99]	6
Employee files: “Sa..-Sm..”— RESTRICTED until 2051-2057	1976-1982	25 [99]	7
Employee files: “St..”— RESTRICTED until 2051-2057	1976-1982	25 [99]	8

Employee files: "T"— RESTRICTED until 2054-2057	1979-1982	25 [99]	9
Employee files: "W"— RESTRICTED until 2051-2058	1976-1983	25 [99]	10
Employee files: "Y"— RESTRICTED until 2060	1985	25 [99]	11
Personnel terminations — RESTRICTED until 2053-2054	1978-1979	25 [99]	12
Activity sheets	1982	25	13
Leave balances	1978-1979	25	14

Series 1. Administrative. K. Telephone logs

Folder title	Date	Box	Folder
Volume #2	Sep. 1975-Feb. 1976	25	15
Volume #3	Jun. 1976-Aug. 1977	25	16
Volume #4	Apr. 1977-Nov. 1977	25	17
Volume #5	Nov. 1977-Jun. 1978	25	18
Volume #6	Apr. 1978-Jun. 1978	26	1
Volume #7	Aug. 1978-Oct. 1978	26	2
Volume #8	Aug. 1975-Sep. 1978	26	3
Volume #9	Oct. 1978-Nov. 1978	26	4
Volume #10	Feb. 1979-Mar. 1979	26	5
Volume #11	Mar. 1978-Feb. 1979	26	6
Volume #12	Mar. 1979-Jun. 1979	26	7
Volume #13	Jul. 1979-Nov. 1979	26	8
Volume #14	Feb. 1980-May 1980	26	9
Volume #15	May 1980-Jun. 1980	26	10
Volume #16	Jul. 1980-Aug. 1980	26	11
Volume #17	Aug. 1980-Sep. 1980	26	12
Volume #18	Sep. 1980-Oct. 1980	27	1
Volume #19	Oct. 1980-Dec. 1980	27	2
Volume #20	Dec. 1980-Mar. 1981	27	3
Volume #21	Mar. 1981-Jun. 1981	27	4
Volume #22	Jun. 1981-Aug. 1981	27	5
Volume #23	Aug. 1981-Oct. 1981	27	6
Volume #24	Oct. 1981-Jan. 1982	27	7
Volume #25	Mar. 1982-May 1982	27	8
Volume #26	May 1982-Jul. 1982	27	9
Volume #27	Jul. 1982-Sep. 1982	27	10
Volume #28	Sep. 1982-Dec. 1982	28	1
Volume #29	Dec. 1982-Feb. 1983	28	2
Volume #30	Mar. 1983-Jun. 1983	28	3

Volume #31	Jan. 1984-Mar. 1984	28	4
Volume #32	Mar. 1984-May 1984	28	5
Volume #33	Jun. 1984-Aug. 1984	28	6
Volume #34	Aug. 1984-Oct. 1984	28	7
Volume #35	Oct. 1984-Jan. 1985	28	8
Volume #36	Jan. 1985-Apr. 1985	28	9
Volume #37	Jun. 1985-Sep. 1985	29	1
Volume #38	Oct. 1985-Apr. 1986	29	2
Volume #39	Aug. 1985-Jul. 1986	29	3
Volume #40	Aug. 1986-Oct. 1986	29	4
Volume #41	Jul. 1987-Feb. 1988	29	5
Volume #42	May 1988-Jul. 1988	29	6
Volume #43	Jul. 1988-Aug. 1988	29	7
Volume #44	Aug. 1988-Oct. 1988	29	8
Volume #45	Dec. 1988-Mar. 1989	29	9
Volume #46	Oct. 1989-Mar. 1990	30	1
Volume #47	Mar. 1990-Jul. 1990	30	2
Volume #48	Apr. 1990-Jul. 1990	30	3
Volume #49	Jul. 1990-Oct. 1990	30	4
Volume #50	Oct. 1990-Jan. 1991	30	5
Volume #51	Jan. 1991-Mar. 1991	30	6
Volume #52	Mar. 1991-Jul. 1991	30	7
Loose pages	May-Jun. 1982	30	8
Long distance	1984	30	9

Series 2. Financial. A. General

Folder title	Date	Box	Folder
General ledger	1976-1978	31	1
General ledger	Dec. 1982	31	2
Monthly general ledger	Oct.-Dec. 1981	33*	7
Monthly general ledger	1982	33	8
Monthly general ledger	1983	33	9
Monthly general ledger	1984	33	10
Monthly general ledger	1985	33	11
Monthly general ledger	1986	33	12
Ledger — Payroll	1976	31	3
Ledger — Payroll	1977	31	4
Ledger — Bicentennial	1976	31	5
Ledger — CENA	1976	31	6-7
Ledger — ONAP	1976	31	8

*The sequence of Boxes 31, 32 and 33 is broken here due to housing of materials by size.

Ledger — ONAP	1977	31	9
Ledger — CETA	1976	31	10
Ledger — CETA	1978	31	11
Ledger — Title IV-C	1977	31	12
Ledger — ANA	1978	31	13
Ledger — Receipts/Expenditures	1975-1976	31	14
Ledger — Receipts/Expenditures	1977-1978	31	15
CENA accounts: checks (Girard Bank)	Oct.-Dec. 1975	31	16
Checking account records (including Bicentennial) (Girard Bank)	1975-1986	31	17
Checking account records (Continental Bank)	1979-1984	31	18
Checking account statements	1976-1977	31	19
Savings account records	1979-1980	31	20
Savings account records	Feb.-Jun. 1981	31	21
Cash Book	1974-1975	31	22
Financial statements	Jun. 1975	32	1
Financial statements	1977-1978	32	2
Financial statements	1979-1980	32	3
Financial statements	1985, 1990	32	4
Financial status reports	1977	32	5
Treasurer's report/combined budget	1979-1980	32	6
Budget reports	1981	33*	1
Budget reports	1982	33	2
Budget reports	1981-1982	32	7
Budget reports	1983	33	3
Budget reports	1984	33	4
Budget reports	1984-1985	32	8
Budget reports	1985	33	5
Budget reports	1986	33	6
Trial balance (ANA)	1979-1980	32	9
General accounts	1974	32	10
General accounts	1979	32	11
General accounts	1980-1981	32	12
Balance sheets	1974	32	13
Monthly balance sheets	Jul. 1981-Jun. 1982	32	14-15
Statements of assets and liabilities	1982-1986	32	16
Tax returns	1975	32	17
Tax returns	1976	32	18
Tax returns	1977	32	19
Tax returns	1978	32	20

* The sequence of Boxes 32, 33, and 34 is broken due to housing of materials by size.

IRS tax exempt status letter, and IRS Tax penalty due	1975, 1980-1981	32*	21
CETA program: Standard Journal entry	1978-1979	34	1
CETA program: Check stubs	1978	34	2
CETA program: Payroll	1982-1983	34	3
Inventory -office supplies and furniture	1975-1980	34	4
Matching income	Jul. 1978-Jan. 1979	34	5
Supply requisitions	1979	34	6
Telephone logs (long distance) charge	1975-1977	34	7
Telephone logs (long distance) charge	1977-1978	34	8
Telephone logs (long distance) charge	1984	34	9
Telephone logs (long distance) charge	1984-1985	34	10
Photocopier log charge	1984-1985	34	11
Chart of accounts	1985	34	12
Procedures and policies manual (financial)	Oct. 1980	34	13
Insurance – Disability (Indianapolis Life Insurance Co.)	1976-1980	34	14
Union mutual insurance-group health (Inter County Blue Shield)	1977	34	15
Union mutual group life policy	1977	34	16
Liability insurance	1980	34	17
Insurance (group) (Phoenix Mutual Life)	1980	34	18
Bulk mail permit	1980	34	19
City of Philadelphia Water Department — bills	1975-1978	34	20
Adams Accounting Systems, Inc. - Agreement	1986	34	21
U.S. General Services Administration	1984	34	22
Xerox Corporation	1977	34	23
Check stubs: General accounts	1972-1977	34	24
Check stubs: General accounts	Aug.-Dec. 1974	34	25
Check stubs: General accounts	1975-1976(parts 1-2 of 5)	34	26
Check stubs: General accounts	1975-1976(parts 3-5 of 5)	35	1-2
Check stubs: General accounts	1976-1977	35	3-4
Check stubs: Payroll accounts	1975	35	5
Check stubs: Emergency Energy Crisis Program	1979	35	6
ANA grant: Bank reconciliation	1981-1984	35	7
Payroll accounts: Disbursement receipts	1976-1977	35	8-10
Payroll records — RESTRICTED until 2049	1974	36 [99]	1
Payroll record book — RESTRICTED until 2050	1975	36 [99]	2

Payroll employee records — RESTRICTED until 2050	1975	36 [99]	3-4
Payroll: CETA - ABE	Sep. 1975	36	5
Disbursement payroll account — RESTRICTED until 2050, 2052-2053	1975, 1977-1978	36 [99]	6
Payroll records – RESTRICTED until 2053-2055	1977-1979	N/A	FF #7
Payroll records – RESTRICTED until 2057-2058, 2062	1982-1983, 1987	36 [99]	7
Payroll and tax records – RESTRICTED until 2055, 2057-2058	1980, 1982-1983	N/A	FF #8
Community Fund expense reports	1986, 1988	36	8
Arts and crafts cash records	1979-1987	36	9

Series 2. Financial. B. Vouchers

Folder title	Date	Box	Folder
Journal vouchers	Dec. 1983	37	1
Journal vouchers	Jan.-Jun. 1984	37	2
Journal vouchers	Jul.-Dec. 1984	37	3
Journal vouchers	Jan.-Jun. 1985	37	4
Journal vouchers	Jul.-Sep. 1985	37	5
Journal vouchers	Oct.-Dec. 1985	37	6
Journal vouchers	Jan.-Jun. 1986	37	7
Disbursement vouchers — requests paid	Jul.-Sep. 1974	37	8
Disbursement vouchers (unnumbered)	Jan.-Jul. 1975	37	9
Disbursement vouchers #D-3 — 44	Jul.-Aug. 1975	37	10
Disbursement vouchers #D-45 — 76	Aug.-Sep. 1975	37	11
Disbursement vouchers #D-77 — 200	Oct.-Nov. 1975	37	12
Disbursement vouchers #D-201 — 250	Nov.-Dec. 1975	37	13
Disbursement vouchers #D-251 — 300	Dec. 1975	37	14
Disbursement vouchers #D-301 — 350	Dec. 1975-Jan. 1976	38	1
Disbursement vouchers #D-351 — 400	Jan.-Feb. 1976	38	2
Disbursement vouchers #D-401 — 450	Feb. 1976	38	3
Disbursement vouchers #D-451 — 500	Feb.-Mar. 1976	38	4
Disbursement vouchers #D-501 — 550	Mar. 1976	38	5
Disbursement vouchers #D-551 — 600	Mar.-Apr. 1976	38	6
Disbursement vouchers #D-601 — 650	Apr. 1976	38	7
Disbursement vouchers #D-651 — 700	Apr.-May 1976	38	8
Disbursement vouchers #D-701 — 750	May 1976	38	9
Disbursement vouchers #D-751 — 800	May-Jun. 1976	38	10
Disbursement vouchers #D-801 — 850	Jun.-Jul. 1976	39	1

Disbursement vouchers #D-851 — 900	Jul. 1976	39	2
Disbursement vouchers #D-901 — 923	Jul.-Aug. 1976	39	3
Disbursement vouchers #D-924 — 950	Aug.-Sep. 1976	39	4
Disbursement vouchers #D-951 — 1000	Sep.-Oct. 1976	39	5
Disbursement vouchers #D-1001 — 1020	Oct.-Nov. 1976	39	6
Disbursement vouchers #D-1029 — 1050	Nov. 1976	39	7
Disbursement vouchers #D-1051 — 1100	Nov. 1976-Jan. 1977	39	8
Disbursement vouchers #D-1101 — 1150	Jan. 1977	39	9
Disbursement vouchers #D-1151 — 1200	Jan.-Feb. 1977	39	10
Disbursement vouchers #D-1201 — 1250	Feb.-Mar. 1977	40	1
Disbursement vouchers #D-1251 — 1300	Mar. 1977	40	2
Disbursement vouchers #D-1301 — 1350	Mar.-Apr. 1977	40	3
Disbursement vouchers #D-1351 — 1400	May-Jun. 1977	40	4
Disbursement vouchers #D-1401 — 1450	Jun.-Jul. 1977	40	5
Disbursement vouchers #D-1451 — 1500	Jul.-Aug. 1977	40	6
Disbursement vouchers #D-1501 — 1550	Aug.-Sep. 1977	40	7
Disbursement vouchers #D-1551 — 1579	Sep-Oct 1977	40	8
Disbursement vouchers #D-1580 — 1612	Oct. 1977	40	9
Disbursement vouchers #D-1613 — 1650	Oct.-Nov. 1977	41	1
Disbursement vouchers #D-1651 — 1700	Nov.-Dec. 1977	41	2
Disbursement vouchers #D-1701 — 1750	Dec. 1977-Jan. 1978	41	3
Disbursement vouchers #D-1751 — 1800	Jan. 1978	41	4
Disbursement vouchers #D-1801 — 1850	Feb. 1978	41	5
Disbursement vouchers #D- 1851 — 1899	Feb.-Jun. 1978	41	6
Disbursement vouchers #D-1901 — 1950	Mar.-Apr. 1978	41	7
Disbursement vouchers #D-1951 — 2000	Apr.-May 1978	41	8
Disbursement vouchers #D-2001 — 2036	May 1978	42	1
Disbursement vouchers #D-2051 — 2089	Jun. 1978	42	2
Disbursement vouchers #D-2090 — 2140	Jun.-Jul. 1978	42	3
Disbursement vouchers #D-2141 — 2193	Aug. 1978	42	4
Disbursement vouchers #D-2195 — 2349	Sep.-Dec. 1978	42	5
Disbursement vouchers #D-2355 — 2466	Jan.-Feb. 1979	42	6
Disbursement vouchers #D-2483 — 2644	Mar.-May 1979	42	7
Disbursement vouchers #D-2697 — 2741	Jun. 1979	42	8
Disbursement vouchers #D-2819 — 2971	Aug.-Oct. 1979	43	1
Disbursement vouchers #D-2978 — 3016	Nov. 1979	43	2
Disbursement vouchers #D-3018 — 3043	Dec. 1979	43	3
Disbursement vouchers #D-3044 — 3085	Dec. 1979	43	4
Disbursement vouchers #D-3086 — 3124	Jan. 1980	43	5
Disbursement vouchers #D-3125 — 3161	Jan. 1980	43	6

Disbursement vouchers #D-3162 — 3202	Feb. 1980	43	7
Disbursement vouchers #D-3203 — 3239	Feb. 1980	43	8
Disbursement vouchers #D-3240 — 3291	Mar. 1980	43	9
Disbursement vouchers #D-3292 — 3341	Apr. 1980	43	10
Disbursement vouchers #D-3342 — 3398	May 1980	44	1
Disbursement vouchers #D-3399 — 3435	Jun. 1980	44	2
Disbursement vouchers #D-3436 — 3488	Jul. 1980	44	3
Disbursement vouchers #D-3504 — 3539	Aug. 1980	44	4
Disbursement vouchers, unnumbered	Oct. 1980-Aug. 1982	44	5
Disbursement vouchers (Community Petty Fund)	Jun. 1981-Aug. 1982	44	6
Disbursement vouchers, Travel #T-1-35	Jul.-Sep. 1975	44	7
Disbursement vouchers, Travel #T-36-50	Sep.-Oct. 1975	44	8
Disbursement vouchers, Travel #T-51-76	Oct. 1975-Jan. 1976	44	9
Disbursement vouchers, Travel #T-77-100	Feb.-Jun. 1976	44	10
Disbursement vouchers, Travel #T-101-125	Jun. -Sep. 1976	44	11
Disbursement vouchers, Travel #T-128-150	Sep. 1976-Feb. 1977	45	1
Disbursement vouchers, Travel #T-151-175	Feb.-Apr. 1977	45	2
Disbursement vouchers, Travel #T-176-200	Apr.-Jun. 1977	45	3
Disbursement vouchers, Travel #T-201-225	Dec. 1977	45	4
Disbursement vouchers, Travel #T-226-250	Dec. 1977	45	5
Disbursement vouchers, Travel #T-263-272	Jan.-Feb. 1978	45	6
Disbursement vouchers, Travel #T-273-302	Mar.-Jun. 1978	45	7
Disbursement vouchers, Payroll #P-1-35	Jul.-Oct. 1975	45	8
Disbursement vouchers, Payroll #P-36-49	Oct.-Nov. 1975	45	9
Disbursement vouchers, Payroll #P-51-60	Nov.-Dec. 1975	45	10
Disbursement vouchers, Payroll #P-61-75	Dec. 1975	45	11
Disbursement vouchers, Payroll #P-76-99	Jan.-Apr. 1979	46	1
Disbursement vouchers, Payroll #P-101-148	Apr.-Oct. 1976	46	2
Disbursement vouchers, Payroll #P-149-199	Nov. 1976-May 1977	46	3
Disbursement vouchers, Payroll #P-200-236	May-Dec. 1977	46	4
Disbursement vouchers, Payroll #P-251-300	Jan.-Jul. 1978	46	5
Disbursement vouchers, Payroll #P-301-391	Jul. 1978-Jun. 1979	46	6
Disbursement vouchers, Payroll #P-394-449	Jun.-Dec. 1979	46	7
Disbursement vouchers, Payroll #P-450-512	Jan.-Aug. 1980	46	8
Receipt vouchers (community interests, matching funds)	Aug. 1975-Sep. 1976	46	9
Receipt vouchers (matching funds)	1976	46	10-11
Receipt vouchers	1986, 1989	46	12
Receipt vouchers	1990	46	13
Cash collection vouchers	1974-1976	46	14
Vouchers, miscellaneous	Mar.-Apr. 1979	47	1
Vouchers, miscellaneous	May-Jun. 1979	47	2

Vouchers, miscellaneous	Jul.-Sep. 1979	47	3
Vouchers, miscellaneous	Oct. 1979	47	4
Vouchers, miscellaneous	Nov. 1979	47	5
Vouchers, miscellaneous	Dec. 1979	47	6
Vouchers, miscellaneous	Jan. 1979	47	7
Vouchers, miscellaneous	Feb. 1979	47	8
Vouchers, miscellaneous	Mar. 1979	47	9
Vouchers, miscellaneous	May 1979	47	10
Vouchers, miscellaneous	Jun. 1979	47	11
Vouchers, miscellaneous	1981-1982	47	12
Voucher file control system	1979	47	13
Voucher file control system – client service files	Mar. 1979-Dec. 1980	47	14

Series 3. Membership community. A. Meetings and minutes

Folder title	Date	Box	Folder
Notes	1974	47	15
Meeting attendance lists	1976-1977	47	16
Minutes	1976-1977	47	17
Minutes	1978	48	1
Minutes	1979	48	2
Minutes	1980	48	3
Minutes	1981	48	4
Minutes	1982	48	5
Minutes	1987	48	6
Roll Book	Sep. 1981-Nov. 1983	48	7

Series 3. Membership community. B. Membership applications and lists

Folder title	Date	Box	Folder
Applications	1980-1982	48	8
Applications	1984-1985	48	9
Applications	1986	48	10
Applications	1989	48	11
List of members	1974	48	12
List of members	1975	48	13
List of members	1979	48	14
List of members	1987	48	15
List of dancers	1979	48	16
Arts and Craft Committee list and related materials	1978-1979	48	19

Correspondence (outgoing)	1971-1984	48	20
Community survey	Feb. 1979	48	21
Visitor register	1975, 1983-1984	48	22
Mailing plates: Individuals "D-P"	1975-1980	49	1
Mailing plates: Individuals "R-S"	1975-1980	49	2
Mailing plates: Individuals "T-Z"	1975-1980	49	3
Mailing plates: News editors	1975-1980	49	4
Mailing plates: News editors	1975-1980	49	5
Mailing plates: News editors	1975-1980	49	6
Insertions in mailing label plates	1975-1981	49	7

Series 3. Membership community. C. Elections

Folder title	Date	Box	Folder
Board of directors nominations	1978	50	1
Investigative Committee	1980	50	2
Officers	1980	50	3
Officers (Ballots)	1984	50	4-5

Series 4. Programs.

A. Administrative training and technical assistance (ONAP/ANA).

A.1. Grant #313/01

Folder title	Date	Box	Folder
Application for Community Action (proposal)	May 1974	50	6
Application for federal assistance	May 1975	50	7
Memoranda to grantees	1975-1976	50	8
Reports	1974-1975	50	9
Program progress review reports	Jul. 1974-Jun. 1975	50	10
Program progress review reports	Sep. 1975	50	11

Series 4. Programs.

A. Administrative training and technical assistance (ONAP/ANA).

A.2. Grant #313/02

Folder title	Date	Box	Folder
Evaluation	1975-1976	50	12
Report	Jan. 1976	50	13
Program progress review reports	Jul. 1975-Jun. 1976	50	14
Reports of Federal Cash Transactions	Feb.-Dec. 1975	50	15
Budget reports	1975-1976	50	16
Audit report	Sep. 1976	50	17

Series 4. Programs.

A. Administrative training and technical assistance (ONAP/ANA).

A.3. Grant #313/03

Folder title	Date	Box	Folder
Audit visit	Dec. 1975	51	1
Proposal and applications for federal assistance	1976-1978	51	2
Correspondence	1976-1978	51	3
Native American Technical Assistance Corp. Reports for ONAP grantees	1976	51	4
Justification statement	Oct. 1976	51	5
Quarterly report	Oct.-Dec. 1976	51	6
Quarterly report	Jan.-Mar. 1977	51	7
Budget reports	1976	51	8
Budget reports	Apr. 1977	51	9
Audit report	Jul. 1976-Jun. 1977	51	10
Evaluation report	Dec. 1976-Jan. 1977	51	11
Progress report	Jan.-Mar. 1977	51	12
Information for grant applicants	1977	51	13
Memoranda to ONAP grantees	1974	52	1
Memoranda to ONAP grantees	1975	52	2
Memoranda to ONAP grantees	1976	52	3
Memoranda to ONAP grantees	1977	52	4
Memoranda to ANA grantees	1978	52	5

Series 4. Programs.

A. Administrative training and technical assistance (ONAP/ANA).

A.4. Grant #313/04

Folder title	Date	Box	Folder
Proposal	May 1977	52	6
Objectives	1977-1978	52	7
Budget reports (part 1)	1977-1978	52	8
Budget reports (part 2)	1977-1978	52	9
Progress report	1978	52	10
T/TA Plans	1978-1979	52	11
T/TA Development Associates, Inc. - technical assistance plan and objectives	Feb.- Mar. 1979	52	12
T/TA Scope of work contract - proposals	1979-1980	53	1
T/TA Development Associates, Inc. - operational and procedure manual	1979	53	2
T/TA Development Associates, Inc. - evaluation	1977-1978	53	3
T/TA Development Associates, Inc. - evaluation	Jan.-Mar. 1979	53	4
T/TA Development Associates, Inc. - evaluation	Apr. 1979	53	5

T/TA Development Associates, Inc. - evaluation	Jun.-Jul. 1979	53	6
T/TA Development Associates, Inc. - evaluation	Jun.-Sep. 1979	53	7
T/TA Development Associates, Inc. - evaluation instrument	Mar. 1978	53	8
T/TA Development Associates, Inc. - training reports	1979	53	9
T/TA Development Associates, Inc. - Self- assessment package	1979	53	10
Grant performance evaluation	1979	53	11
T/TA program notices	1977	53	12
T/TA Development Associates, Inc. – Correspondence	1977-1978	53	13
T/TA Correspondence, incoming	May 1979	53	14

Series 4. Programs.

A. Administrative training and technical assistance (ONAP/ANA).

A.5. Grant #313/05

Folder title	Date	Box	Folder
ANA objectives	Dec. 1978	53	15
Evaluation report and correspondence	1979	53	16

Series 4. Programs.

A. Administrative training and technical assistance (ONAP/ANA).

A.6. Grant # 313/06 and Grant 3E3/01

Folder title	Date	Box	Folder
CETA program status summaries	1978-1979	53	17
Program review	Jun.-Jul. 1979	53	18
Proposal	1979-1980	53	19
Audit report	Jul. 1979-Jun. 1980	54	1
Correspondence	1979-1980	54	2
Plans for FY 1980-1981	Apr. 1980	54	3
Energy Crisis Intervention Program - proposal	Jan.-Jun. 1979	54	4

Series 4. Programs.

A. Administrative training and technical assistance (ONAP/ANA).

A.7. Grant #313/07

Folder title	Date	Box	Folder
T/TA – Scope of work	Jan-Mar. 1980	54	5

Correspondence	Apr.- Jun. 1980	54	6
Proposal to Philadelphia Urban Coalition for Emergency Fund	May 1980	54	7
Proposal	May 1980	54	8
Proposal (revised)	Jun. 5, 1980	54	9
Notice of award for 1980-1981	Jun. 1980	54	10
Audit	Sep. 1981	54	11

Series 4. Programs.

A. Administrative training and technical assistance (ONAP/ANA).

A.8. Grant # 313/08

Folder title	Date	Box	Folder
Federal Cash Transaction Reports	1979-1981	54	12
Salary increase information	1981	54	13
Proposal	1981-1982	54	14
Goals statement	Oct. 1981-Sep. 1982	54	15

Series 4. Programs.

A. Administrative training and technical assistance (ONAP/ANA).

A.9. General information, guidelines, and manuals

Folder title	Date	Box	Folder
Guide for non-profit institutions	Aug. 1970	54	16
Personnel policies and procedures manual for Indian Community Action Program...	Oct. 1970	54	17
General Services Administration – Office of Federal Management Policy –Federal Management Circular FMC 74-4: Cost Principles	Jul. 18, 1974	54	18
ONAP application instructions and pilot program evaluation	1974-1975	54	19
ANA application for federal assistance (guidelines)	1974-1976	54	20
608-T instructions	Apr. 1975	54	21
ONAP-Financial management training	1975-1976	54	22
Report forms and instructions, and reporting workshop	1975-1977	55	1
Operational Planning System (Management by Objectives) manuals	1975-1977	55	2
Administration and standards of grants	1975-1977	55	3
Circular A95 (budget guidelines)	Jan. 1976	55	4
Travel handbook	1976	55	5
ONAP research and evaluation plan	1976	55	6
Evaluation form and instructions	1976-1977	55	7
Audit guidelines	1976	55	8

Pre-planning session evaluation for T/TA grant	1977	55	9
Pre-planning session manual	n.d.	55	10
ANA administrative manual (Volume II)	ca. 1979	56	1
ANA program description and scope of work	Apr. 1979- Mar. 1980	56	2
Programs planning	1981	56	3
ANA grant application (Social and Economic Development Strategies - SEDS)	1988	56	4
ANA grant application (Social and Economic Development Strategies - SEDS)	1989	56	5
ANA grant proposal (Social and Economic Development Strategies -SEDS)	1989	56	6

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.1. CENA .

Folder title	Date	Box	Folder
Memoranda	1973-1974	56	7
Memoranda	1975	56	8
Policies and procedures	1974	56	9
Application for grant for "Community Planning and Development"	1974-1975	56	10
Bylaws	1975	56	11
Reports	1975	56	12
Membership applications	1975-1977	56	13
Board of Directors (lists)	1977	56	14
Program (general information)	1977-1978	56	15
Miscellaneous	1985-1986, n.d.	56	16

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA .

B.2.a. General information, guidelines, and manuals

Folder title	Date	Box	Folder
Fiscal activities guide	1974	56	17
Guide for payment of training allowances and expenses	1974	56	18
Guide for program activities	1974	56	19
Guide for manpower program planning	1974	57	1
Guide for equal employment opportunity	1974	57	2
Guide for community based organizations	1974	57	3

Guide for organization and staffing	1974	57	4
Guide on State employment securities with employment training	Mar. 1974	57	5
Management Information System guide	1974	57	6
Coordination with WIN	1974-1978	57	7
Guide for financial records system	Mar. 1975	57	8
Audit seminar (part 1 of 3)	1975	57	9
Audit seminar (part 2 of 3)	1975	57	10
Audit seminar (part 3 of 3)	1975	57	11
Manpower report by the DHEW to the Congress	1975	58	1
Plan Review System training manual	1976	58	2
Indian Health Care Improvement Act	1976	58	3
Special Indian Program meeting	Apr. 1976	58	4
Reporting instructions for terminating CETA grants	1976	58	5
Manpower program planning studies	1976-1977	58	6
Analysis of employment training needs	1977	58	7
Financial record system ETA handbook	Aug. 1977	58	8
Grant application review checklist	1977	58	9
Self-employment job development guide	1977	58	10
On-the-job training manual (Oklahoma State University)	1977	58	11
Inventory transcription sheet MA 3-28	1977	58	12
Intake forms	1977	58	13
CETA rules, regulations	1977	58	14
DOL/ETA memo	1977	58	15
DINAP seminar on project management	1977-1978	58	16
DINAP seminar "People to People"	1978	58	17
OJT sample contract	1977-1978	58	18
Staff development workbook for Urban Indian Development Programs	1978	59	1
DOL/ETA Property Handbook	1978	59	2
CETA program manual	1978	59	3
Proposal development (sample contract)	1978	59	4
ETA Regional Resource Center guide	1978	59	5
Needs assessment questionnaire	1978	59	6
Act amended	1978	59	7
Participant eligibility forms	1978	59	8
Program forms and optional formats	1978	59	9
Loan request blank forms	1978-1979	59	10
DOL/ETA: DINAP T/TA seminar, manual	1979	59	11
Summary key aspects	1979	59	12
CETA/ETA inventory of property master list	1979-1983	59	13
Financial procedures and policies manual (for CDRS)	1980	60	1
Accounting procedures manual (for ACFW)	1980	60	2

DOL/ETA/CETA Audit guide	1980	60	3
Info for clients ("Verifying Your American Indian Heritage") tips	ca. 1980	60	4
Participant limitations	1980	60	5
Native Urban Indian Resolutions	1980	60	6
Manpower program guides (pamphlets)	1981	60	7
Standards for audit	1981	60	8
CETA reauthorization	Dec. 1981	60	9
DINAP Native American Manpower Program, Inc. conference on T/TA	1982	60	10
Form preparation handbook	1982	60	11
CETA Program manual	1982	60	12
On-site T/TA (accounting review)	1983	60	13
Training program sample forms	1983	61	1
Community accountants training	1984	61	2
Audit guidelines (Federal Cognizant Agency)	Oct. 1985	61	3
Guidelines for Developing Curriculum Highlighting Native Americans	1989	61	4
Work experience agreement (sample contract)	n.d.	61	5

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.b. General correspondence and miscellany

Folder title	Date	Box	Folder
Correspondence: American Indian Community House, Inc.	1975-1976	61	6
Correspondence: Feinstein, Larry (Auditor)	1976	61	7
Correspondence: Indian Rights Association	1976	61	8
Correspondence: Council of Three Rivers American Indian Center	1976-1978	61	9
Correspondence: Native American Consultants, Inc.	1977	61	10
Correspondence: Pottstown outreach	1977-1980	61	11
Correspondence: Indian Native American CETA Coalition	1979-1980	61	12
Correspondence: Native Urban Indian Council	1980-1983	61	13
Correspondence: Indian and Native American CETA Coalition conference	Mar.-Aug. 1982	61	14
Correspondence: Public Television Outreach Alliance	1986	61	15
Correspondence: Miscellaneous	1979, n.d.	61	16

Statistical data on the Native American Indian population within Philadelphia Metropolitan Area	1970-1975	61	17
Susquehanna Area American Indian Center (including bylaws)	1975-1978	61	18
Michigan State University – community manpower goal assessment questionnaire and handbook	1977	61	19
President's reorganization project study design	1977	61	20
Seneca Nation T/TA program	Aug. 1979	61	21
National Indian and Native American CETA Convention	May 1980	61	22
U.S. Department of Labor — memos	1980-1982	61	23
Current job openings (notes and lists)	n.d.	61	24

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.c. Title III.

B.2.c.1. Sub-contract #99-5-171-30-111

Folder title	Date	Box	Folder
Contracts	Feb.-May 1974	62	1
Correspondence	1974	62	2
Correspondence	1975-1976	62	3
Agreements	1975	62	4
Statements	1975	62	5
Manpower proposal	1975	62	6

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.c. Title III.

B.2.c.2. Sub- contract #99-6-362-30

Folder title	Date	Box	Folder
Proposal	1975	62	7
Reports	1975	62	8
Agreement	1975	62	9
Project direction search	1976	62	10

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.c. Title III.

B.2.c.3. Sub- contract #99-6-477-30-6

Folder title	Date	Box	Folder
Correspondence	1975-1976	62	11
Audit report	1975-1976	62	12
Budget reports	1976-1977	62	13
Status report	1975-1977	62	14

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.c. Title III.

B.2.c.4. Sub- contract #99-7-477-30-58

Folder title	Date	Box	Folder
Statement of needs (by William H. Lynch)	1975	62	15
Monthly progress report	1976- 1977	62	16
Quarterly reports	1976-1977	62	17
Auditors' report	Oct. 1976 - Sep. 1977	63	1
Application for grant	1977	63	2
Proposal	Aug. 1977	63	3
Status report	Oct. 1977	63	4
Budget reports	1977-1978	63	5
Application for Federal assistance	1977-1978	63	6
Correspondence	1978	63	7
Program manual (part 1 of 2)	Nov. 1978	63	8
Program manual (part 2 of 2)	Nov. 1978	63	9
Close-out	May 1979	63	10

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.c. Title III.

B.2.c.5. Sub- contract #99-9-477-30-136

Folder title	Date	Box	Folder
Operational manual	Nov. 1978	64	1
Status report	1978-1979	64	2

Budget report	1978-1979	64	3
Program manager's reports	1978-1982	64	4
Financial statements and reports	1978-1982	64	5
Letter of Intent	Feb. 1979	64	6
Correspondence	1978-1982	64	7
Contract modification	1980	64	8
Participant characteristics worksheets— RESTRICTED until 2055	1980	64 [101]	9

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.c. Title III.

B.2.c.6. Sub- contract #99-1-477-30-156

Folder title	Date	Box	Folder
Participant status summary — RESTRICTED until 2054-2056	1979-1981	64 [101]	10-11
Status report summaries	1980-1981	64	12
Financial, compliance, and audit report	Oct. 1980-Dec. 1982	64	13
Audit report	1980-1983	64	14
Contract modification	1981-1983	65	1
Interim audit documentation	Oct. 1980-Dec. 1982	65	2
Correspondence	1980-1982	65	3
Evaluation correspondence	Feb. 1982	65	4
Fundraising ideas	1983	65	5
Case No. 85-CPA-1 hearing	1984	65	6

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.c. Title III.

B.2.c.7. Job developers' files

Folder title	Date	Box	Folder
Deanna Warner: Meeting in Chicago	Sep. 1975	65	7
Deanna Warner: Job search	1975	65	8
Deanna Warner: Printed materials of employment discrimination	ca. 1975-1976	65	9
Deanna Warner: Staff meeting notes	ca. 1975-1976	65	10
Deanna Warner: Urban program conference	Feb. 1976	65	11
Deanna Warner: Staff training – Management by Objectives	Oct. 1976	65	12

Deanna Warner: Older persons opportunities and services	1976	65	13
Deanna Warner: Recruitment mailing list	ca. 1976	65	14
Deanna Warner: Merit Employment Council (MEC) of Delaware Valley	1976-1977	65	15
Deanna Warner: Hospitals job applications	1976-1977	65	16
Deanna Warner: Interview training materials	ca. 1976-1977	65	17
Deanna Warner: Resources for employers in recruiting	ca. 1976-1977	65	18
Deanna Warner: Student employment possibilities	ca. 1976-1977	65	19
Deanna Warner: School District of Philadelphia	ca. 1976-1977	65	20
Deanna Warner: Radio/TV interview questions	ac. 1976-1977	65	21
Deanna Warner: Pennsylvania State Employment Service Job Bank (agreement form)	ca. 1976-1977	65	22
Deanna Warner: CETA DOL training session	1976-1978	65	23
Deanna Warner: PA Affirmation Action Advisory Committee	1976-1978	65	24
Deanna Warner: Youth employment	1977	66	1
Deanna Warner: T/TA fund-raising	1977-1978	66	2
Deanna Warner: Training materials from seminar "Interchange on Labor Market Information."	Mar. 1977	66	3
Deanna Warner: Job bank directory	May-Nov. 1977	66	4
Deanna Warner: Reports	1977-1979	66	5
Deanna Warner: Minority Business Opportunity Fair	1977	66	6
Deanna Warner: Minutes of DOL meeting	ca. 1977	66	7
Deanna Warner: Drafts of UAIDV brochure about job development	1977	66	8
Deanna Warner: Job placement files – Amtrak	1977	66	9
Deanna Warner: WIN program	1977	66	10
Deanna Warner: Contact logs	1977-1978	66	11
Deanna Warner: Council for Equal Job Opportunity	1977-1978	66	12
Deanna Warner: Correspondence	1977-1979	66	13
Deanna Warner: Montgomery County Manpower Program	1978	66	14
Deanna Warner: Report on sources to minority elderly	ca. 1978	66	15
Deanna Warner: Daily log	1978	66	16
Deanna Warner: Form for evaluating obstacles to employment	ca. 1978	66	17
Deanna Warner: Training materials from seminar "Analyzing CETA Management Information System #419"	May-Jun. 1978	66	18
Deanna Warner: Grant proposals	ca. 1978	66	19
Deanna Warner: Apprenticeship Information Center Advisory Board	1978	66	20

Deanna Warner: Youth Leadership Institute	1978	66	21
Deanna Warner: Vendor Enterprise Program	1978	66	22
Deanna Warner: Senior Citizens Service Center	1978	66	23
Deanna Warner: Bureau of Employment Security	1978	66	24
Deanna Warner: Fellowship Commission	1978-1979	66	25
Deanna Warner: Drafts of articles for <i>Rising Sun</i>	1979	66	26
Deanna Warner: Opportunities Industrialization Center	1983	66	27
Art Carson: Daily activities reports	1978-1979	66	28
Art Carson: Monthly activities reports	1979	66	29
Art Carson: Correspondence	1979	66	30
Mariam Cathcart: Correspondence	1979-1983	66	31
Mariam Cathcart: Reports	1979-1980	66	32

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.c. Title III.

B.2.c.8. Administrative files, general

Folder title	Date	Box	Folder
Job information listings	1974-1975	66	33
Vacancy announcements	Apr. 1975	67	1
Program reports of vocational counselor (Arts and Crafts)	1978-1979	67	2
Workshop of Fiscal Management	1979	67	3
Outreach/Intake monthly reports	1979-1980	67	4
Miscellaneous statistics and contact lists	1980	67	5

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.c. Title III.

B.2.c.9. Program directors' files

Folder title	Date	Box	Folder
Raymond Brown: Monthly reports	1975, 1978	67	6
Raymond Brown: First Qtr. progress reports and report to board of directors	Jul.-Sep. 1975	67	7
Raymond Brown: Memoranda	1975-1979	67	8
Raymond Brown: Correspondence	1976-1979	67	9
Raymond Brown: Program synopsis on life-coping skills	ca. 1980	67	10

Marry Brunetti: Correspondence	Mar. 1977	67	11
Marry Brunetti: Management by Objectives training	1977	67	12
Joan Cofield: Memoranda	1978	67	13
Joan Cofield: Memoranda	1979	67	14
Joan Cofield: Memoranda	1980-1981	67	15
Joan Cofield: Notes from CETA EEO officer	Jul.-Aug. 1979	67	16
Joan Cofield: Bimonthly and other program reports	Apr.1979-Mar. 1980	68	1
Bruce Keizer: Correspondence	1983	68	2

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.c. Title III.

B.2.c.10. Youth program

Folder title	Date	Box	Folder
Young Adult Conservation Corp. (bulletins)	1977	68	3
Youth employment workshop	1978	68	4
Youth Community Conservation and Improvement Projects (YCCIP) funding	1978	68	5
Job description of youth coordinator	1979	68	6
Meeting requests	1978-1979	68	7
Youth program coordinator (Robert Capasso)-Correspondence and misc.	1978-1980	68	8
Youth program coordinators – Reports	1978-1979	68	9
Youth program coordinator (Edgar Heap of Birds)-Reports	1979-1980	68	10
Youth program coordinators: Miscellany	1978-1979	68	11
High school list	1978-1979	68	12
Applicant's manual for YCCIP	1978	68	13
Youth employment and training program funding	1978	68	14
The City of Philadelphia Youth Corps – work experience; academic studies	1979	68	15
Summer youth programs	1978, 1980	68	16
Summer youth programs	1982	68	17
Sign-in sheets for activities participants	1978-1979	68	18
Miscellany	1978-1979, n.d.	68	19

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.d. Title VI

Folder title	Date	Box	Folder
Guidelines	1975	69	1
Project description and reports	1977	69	2
Applicant's manual	1977	69	3
Applicant's manual	1978	69	4
Proposal	Nov. 1978	69	5
Proposal on census and assessment survey	1979	69	6

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.e. Title II-D

Folder title	Date	Box	Folder
Applicant's manual	1979	69	7
Letter of Intent	Sep. 1980	69	8

Series 4. Programs.

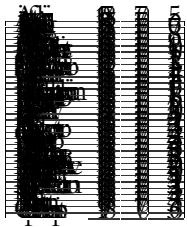
B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.f. Career counseling.

B.2.f.1. General

Folder title	Date	Box	Folder
Becoming self-employed	1975-1982	69	9
Vocational planning guides	1977	69	10
Small business administration	1977	69	11
Career workshops	1977	69	12
Guidelines for career search	1977	69	13
Free library bluelist of schools and colleges	1977-1978	69	14
Career film catalogue	1978	69	15
Career counseling films of Philadelphia Electric Company	1978	69	16
Weekly participant activity reports	1978-1979	69	17
Placement information for handicapped applicants	1979	69	18
Apprenticeship/trades	1979	69	19
GED instructor lesson plans	1979-1980	70	1



GED instructor reports	1979-1980	70	2
Job search guide	1985	70	3

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.f. Career counseling.

B.2.f.2. Occupational profiles and job announcements

<u>Folder title</u>	<u>Date</u>	Box	Folder
Advertising layout artist	n.d.	70	4

Public relations specialist	1978	70	37
Receptionist	1978	70	38
Registered nurse	1978	70	39
Respiratory therapist	1978	70	40
Retail sales clerk	1978	70	41
School social worker	1978	70	42
Social caseworker	1978	70	43
System analyst	1978	70	44
Teacher aide	1978	70	45
Telephone repair	1978	70	46

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.f. Career counseling.

B.2.f.3. Job openings

Folder title	Date	Box	Folder
Action (Vista)	1973-1978	70	47
Advanced Development and Engineering Center	1976-1979	70	48
Aetna Life & Casualty	1978	70	49
A. F. Callan And Co. Inc.	1977	70	50
Airlines	1976-1977	70	51
AKA Food Services	1975-1978	70	52
Allied Printing Trades Council of Delaware Valley	1976	70	53
American Civil Liberties Union	1978	70	54
American Electronic Laboratories, Inc.	1978	70	55
American Indian Nurses Association, Inc.	1975	70	56
American Institute of Drafting	1977-1978	70	57
AMES	1977	70	58
Apprenticeship	1968, 1978	70	59
Assessment questions	1976-1979	70	60
Associated Builders & ABC Constructors, Inc.	1975-1976	70	61
Atlantic Richfield Company	1975	70	62
Bell of Pennsylvania	1977	70	63
Betz-Converse-Murdoch, Inc.	1978-1979	71	1
Betz Environmental Engineers, Inc.	1976-1978	71	2
Blue Cross	1977	71	3
Borrough's Corporation	1978-1979	71	4
Bucks County area job announcements	1976-1978	71	5
Bucks County Affirmative Action	1978	71	6
Budd Company	1977	71	7
Building trades	n.d.	71	8

C-E Industrial Products	1977-1979	71	9
Channel 12 WHYY-TV	1975-1978	71	10
Chemical Leaman Tank Lines, Inc.	1977-1979	71	11
Chester County area job announcements	1977-1978	71	12
CHI Associates, Inc.	1978	71	13
City of Philadelphia Personnel Department	1977-1979	71	14
Colonial Penn Group	1974	71	15
Commonwealth of Pennsylvania	1972-1979	71	16
Community Service Administration	1979	71	17
Co-Op Rehabilitation	n.d.	71	18
Council of Three River American Indian Center, Inc.	1978	71	19
Delaval Turbine, Inc.	1977-1978	71	20
Delaware County job listings	1975-1978	71	21
Delaware Valley Association of Communicators	1976-1978	72	1
Delaware Valley Regional Planning Commission	1975-1978	72	2
DeLeuw, Cather/Parsons & Associates	1978	72	3
Emergency/transient	n.d.	72	4
ESB RaY-O-Vac Management Corporation	1978	72	5
Federal Bureau of Investigation	1975	72	6
Federal jobs in Philadelphia	1978	72	7
Firestone	1978-1979	72	8
The Franklin Institute	1975, 1977	72	9
Fred Bochaan Company	1978	72	10
Gimbels	1975	72	11
Girard Bank	1977	72	12
Globe Ticket Company	1976-1978	72	13
The Greater Philadelphia Chamber of Commerce	n.d.	72	14
Hahnemann University and Hospital	1988	72	15
Hawaii Council of American Indian Nation, Inc.	1978	72	16
Health centers	n.d.	72	17
Horizon House	1974-1979	72	18
Impact Service Corporation	1978	72	19
Indian organizations	1975-1981	72	20
Indians of the United States Government	1974-1992	72	21
Industrial Valley Bank	1978	72	22
International Association of Bridge, Structural and Ornamental Iron Workers	1977-1978	72	23
Jewish Employment & Vocational Service	1977-1979	72	24
Jackson-Cross	1978	72	25
Job Corps	1978	72	26
John F. Kennedy Apprenticeship programs	n.d.	72	27
KYW TV3	1978	72	28
Lee Fire & Rubber Co.	1976-1979	72	29

Montgomery County area job announcements	1976-1978	72	30
Narco-scientific industries	1975	72	31
Negro Trade Union Leadership Council	1974-1977	72	32
Neighborhood Youth Corps	1977-1979	72	33
New Jersey Civil Service	1976	72	34
On-the-job training	1977-1978	72	35
Opportunities Industrialization Center	1978-1979	72	36
Pennsylvania College of Podiatric Medicine	1977	72	37
Pennsylvania Department of Labor	1977	72	38
Pennsylvania State Police Force	1974	72	39
Pennwalt Corporation	1975-1977	72	40
Philadelphia Area Manpower Planning Council	1975-1977	73	1
Philadelphia Corporation for Aging	1977-1978	73	2
Philadelphia Electric Company	1976	73	3
Philadelphia Hospital and Health Care District	1978	73	4
Philadelphia region mid-level positions	1978-1979	73	5
Philadelphia School District	1977-1978	73	6
Pirkerton's Institute	1974-1977	73	7
Progress LCA	1976-1978	73	8
Prudential	1977	73	9
Public service	1977	73	10
Research for Better Schools, Inc.	1978	73	11
Rohm & Haas Corporation	1976-1978	73	12
Smith Kline	1976-1977	73	13
Teleflex Marine, Inc.	1976-1978	73	14
Temple University	1977, 1979	73	15
United States Civil Service - general	1976-1979	73	16
United States Civil Service jobs in Camden County, Delaware	1977-1978	73	17
United States Civil Service -federal jobs	1977-1979	73	18
United States Department of Agriculture	1977	73	19
United States Department of Commerce	1976, 1982	73	20
United States Department of Health, Education, and Welfare	1976, 1978	74	1
United States Department of Interior-National Park Service	1977-1979	74	2
United States Department of Labor	1978-1979	74	3
United States Department of Labor-Apprenticeship (women)	1978	74	4
United States Department of Labor - resources for Native American women	1977	74	5
United States Postal Service	1975-1978	74	6
United States Veterans Administration	1975-1980	74	7
University Camp for Boys and Girls	1978	74	8

University of Pennsylvania	1979	74	9
Vista volunteer positions	1976-1978	74	10
Westinghouse Electric Corporation	1975-1979	74	11
WIFI	1977-1979	74	12
YWCA of Philadelphia	1978	74	13
Miscellaneous	1974-1979, n.d.	74	14

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.g. Vocational education

Folder title	Date	Box	Folder
Adult Basic Education directory	1977	74	15
Adult Basic Education in Philadelphia conference	1978	74	16
Adult Education Council of Philadelphia - directory	1976	74	17
Airco Technical Institute	1983	74	18
American Academy of Broadcasting	1976	74	19
American Dental Hygienists' Association	1977	74	20
American Indian Institute	1987	75	1
American Indian Law Center	1978	75	2
American Indian Lawyer Training Program	1978	75	3
American Institute of Design	1985-1986	75	4
American Meteorological Society	1978	75	5
American Training Services-tractor/trailer driving program	1977	75	6
Americans for Indian Opportunity	1974-1975	75	7
Antioch University	1989	75	8
Antonelli School of Philadelphia	1978-1979	75	9
Apprenticeship Information Center	1979	75	10
Art Institute of Philadelphia	1978	75	11
Association of American Indian Physicians	1986	75	12
Automation Academy, Inc.	1978	75	13
Automotive Training Center	1975-1976	75	14
Berean Institute-Lincoln University	n.d.	75	15
A Better Chance, Inc.	1980	75	16
Bok (Edward) Area Vocational-Technical School	1977	75	17
Business Education	1980	75	18
Career Educational Institute	1975-1977	75	19
Central Montgomery County AVTS	1978	75	20
The Charles Morris Price School of Advertising and Journalism	1979-1981	75	21

College Skills Center	1977-1978	75	22
Community Learning Center of Philadelphia	1979-1981	75	23
Community Service Center-Eastern Region	1979	75	24
Computer Communications Institute	1980	75	25
Counselor Films, Inc.	1975-1976	75	26
Dartmouth College	n.d.	75	27
Daryl School of Trades	1978	75	28
Davis & Elkins College	1980	75	29
Delaware Valley Academy	1976-1978	75	30
Delaware Valley Job Corps Center	1979	75	31
Dobbins (Murrell) Area Vo-tech School	n.d.	75	32
Education to Work Council of Philadelphia, Inc.	1980	75	33
Engineering programs for minorities	1978-1980	75	34
Episcopal Hospital School of Nursing	1985	75	35
Ford Foundation	1986	75	36
Frankford Hospital School of Nursing	1978	75	37
Frankford Hospital School of Respiratory Therapy	1978	75	38
Friends Select School	1977	75	39
General Motors Drafting Standards	1977	75	40
George School	1978	75	41
Germantown Dispensary & Hospital School of Nursing	1977-1979	75	42
Gibbs (Katherine) School	1979	75	43
Graphic Arts Education Center	1977-1978	75	44
Haskell Indian Junior College	1976	76	1
Health Career Academy	1978	76	2
Law Enforcement Training Center	1977, 1985	76	3
The Levitan Leader	1977-1978	76	4
Lincoln Business Institute	1982	76	5
Lincoln Technical Institute	1977	76	6
Lyons Technical Institute	1976-1979	76	7
Martin (James Martin) Training Center	1976	76	8
Maxwell Institute	1978	76	9
McCarrie Schools	1977-1978	76	10
National Alliance of Businessmen	1977	76	11
National School of Health Technology	1979-1980	76	12
Native American Scholarship Fund	1978	76	13
Palmer School	1980	76	14
Pennco Tech	1977	76	15
Pennsylvania Department of Education-State Board of Private Business Schools	1976	76	16
Pennsylvania Institute of Technology	1978	76	17
Pennsylvania School of Dog Grooming	1978	76	18
Pennsylvania Security Training Academy	1976-1978	76	19
Pennsylvania State University	1985-1986	76	20

Philadelphia Offset Painting School	1979-1981	76	21
Philadelphia Technical Institute	1977	76	22
Philadelphia Training Center	1984	76	23
Philadelphia Urban Coalition Institute	1979	76	24
Presbyterian University of Pennsylvania Nursing School	1980-1984	76	25
Quaker City School of Aeronautics	1976	76	26
RETS Electronic Schools	1978	77	1
Talmage Tours, Inc. Travel School	1978	77	2
Temple University School of Pharmacy	1975	77	3
Temple University School of Social Administration	1984	77	4
Trade, Technological Business schools (lists)	1977-1978	77	5
Tri-City Barber School	1978	77	6
United States Department of Interior-Bureau of Indian Affairs	1979	77	7
United States General Accounting Office	1983	77	8
Miscellaneous schools and organizations	1975-1980, n.d.	77	9
Miscellaneous	ca. 1978	77	10

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.h. GED/ABE.

B.2.h.1. General

Folder title	Date	Box	Folder
Iowa Tests of Educational Development summary	1970s	77	11
Higher education scholarships	1973	77	12
SRA industrial catalog	1977	77	13
DOL Regional Training Center —course announcements	1978	77	14
Adult education service bulletins	1978	77	15
ABE program guidelines	1978	77	16
GED teacher monthly reports	1978-1979	77	17
Purchase requests for books	1978-1979	77	18
School grants and financial aids	1978-1979	77	19
Program inventory	1979	77	20
Temple University testing	1979	77	21
ABE catalog	1982-1983	78	1
Computer class rolls	1984-1985	78	2
Miscellaneous	1982-1983, n.d.	78	3

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.h. GED/ABE.

B.2.h.2. Indian cultural program

Folder title	Date	Box	Folder
Alaskan Indians	1980	78	4
Apaches Indians	1980	78	5
Arapahos Indians	1966	78	6
Blackfeet Indians	1980	78	7
California Indians	1980	78	8
Cherokee Indians (alphabet)	1970	78	9
Cheyenne Indians	1980	78	10
Chickasaw Indians	1980	78	11
Chippewa Indians	1980	78	12
Choctaws Indians	1980	78	13
Comanche Indians	1980	78	14
Cree Indians	1980	78	15
Crow Indians	1969	78	16
Delaware Indians	1980	78	17
Indians of the Lower Plateau (Colorado, Nevada, and Utah)	1980	78	18
Indians of New Jersey and Pennsylvania	1980	78	19
Iroquois Indians (educational posters)	n.d.	N/A	FF #2
Kiowas/Kwa-Kwe-Kuyiaqu Indians	1980	78	20
Navajo Indians	1980	78	21
Nez Perce Indians	1980	78	22
North Carolina Cherokee Indians	1980	78	23
Oklahoma tribes – Caddo, Iowa, Kaw, Kickapoo, Otoe-Missouria, Potawatomi, Tonkawa, Wichita	1973	78	24
Osage Indians	1980	78	25
Pawnee Indians	1973	78	26
Ponkas Indians	1973	78	27
Quapaw Indians	1973	78	28
Sac and Fox Indians	1973	78	29
Seminole Indians	1973	78	30
Shawnee Indians	1973	78	31
Sioux Indians	1973	78	32
Tlingit and Haidas	n.d.	78	33
History of American buffalo	1980	78	34
History of moccasins	1980	78	35
History of Indian agents	1973	78	36
Indian agriculture	1980	78	37

Indian publications	1977-1979	78	38
Longhouse religion	1980	78	39
Miscellaneous	1980	78	40

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.h. GED/ABE.

B.2.h.3. Student files — RESTRICTED

Folder title	Date	Box	Folder
Files “A” — RESTRICTED until 2053-2054	1978-1979	79 [100]	1
Files “Ba-BI” — RESTRICTED until 2050-2058	1975-1983	79 [100]	2
Files “Br” — RESTRICTED until 2051-2053	1976-1978	79 [100]	3
Files “C” — RESTRICTED until 2052-2058	1977-1983	79 [100]	4
Files “D” — RESTRICTED until 2052-2059	1977-1984	79 [100]	5
Files “E-F” — RESTRICTED until 2051-2052	1976-1977	79 [100]	6
Files “G-H” — RESTRICTED until 2052-2057	1977-1982	79 [100]	7
Files “I-K” — RESTRICTED until 2052-2059	1977-1984	79 [100]	8
Files “L” — RESTRICTED until 2051-2058	1976-1983	79 [100]	9
Files “M” — RESTRICTED until 2051-2054	1976-1979	79 [100]	10
Files “N-O” — RESTRICTED until 2052-2056	1977-1981	79 [100]	11
Files “R” — RESTRICTED until 2051-2058	1976-1983	79 [100]	12
Files “S” — RESTRICTED until 2052-2056	1977-1981	79 [100]	13
Files “T” — RESTRICTED until 2051-2057	1976-1982	79 [100]	14
Files “V-W” — RESTRICTED until 2054-2055	1979-1980	79 [100]	15

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.h. GED/ABE.

B.2.h.4. College catalogs and related materials

Folder title	Date	Box	Folder
Bacone College	1978-1979	80	1
Beaver College	1980	80	2
Blackfeet Community College	1978	80	3
Bryn Mawr College	1978-1979	80	4
Bucks County Community College	1980	80	5
Burlington County College	1978	80	6
Community College of Philadelphia	1980	80	7

Dartmouth College	1980	80	8
Drexel University	1979	80	9
Duke University School of Law-application for admission — RESTRICTED until 2059	1984	80 [100]	10
Flathead Valley Community College	1978	80	11
Foreign Medical Schools	1977	80	12
The George Washington University	1978	80	13
Harcum Junior College	1977	80	14
Haskell Indian Junior College	1978	80	15
Howard University	1980	80	16
LaSalle College	1976	80	17
Lincoln University	1979-1981	80	18
Navajo Community College	1972-1973	80	19
Northeastern State University	1978	80	20
Peirce Junior College	1977-1978	80	21
Pennsylvania Academy of the Fine Arts	1979-1980	80	22
Pennsylvania State University	1978	80	23
Philadelphia College of Art	1978	80	24
Philadelphia College of Performing Arts	1978-1980	80	25
Philadelphia College of Textiles and Science	1978	80	26
Special scholarships for Indian students	1979	80	27
Spring Garden College	1977-1978	80	28
U. S. Academic Decathlon	1989-1990	80	29
University of North Carolina	1983	80	30
University of North Dakota	1979	80	31
CETA rolodex	n.d.	81	N/A

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.2. CETA.

B.2.h. GED/ABE.

B.2.h.5. Title IV C

Folder title	Date	Box	Folder
Audit guidelines	1970-1974	82	1
Correspondence	1974-1977	82	2
Evaluation and related materials	1974-1980	82	3
Miscellaneous rules and regulations	1976-1977	82	4
Reports	1976-1977	82	5
Financial status report	1977	82	6
Employability plan	1977	82	7
Proposal	1977-1979	82	8
Program guidelines	1978	82	9

Audit	Feb 1978	82	10
Application for grant	1978, 1980	82	11
Guidelines of the Bureau of Indian Affairs	1981	82	12

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.3. JTPA.

Folder title	Date	Box	Folder
DINAP technical assistance and training seminar — accounting guidelines	1983	83	1
Provisions	1983	83	2
Conference	1983	83	3
Management Information System manual	1983	83	4
Master plans	1983-1984	83	5
Program section 401-instructions and forms	1983	83	6
Project meetings	1983	83	7
CRT status for grantees	1983	83	8
Private Sector Initiative Program	1983	83	9
Transition from CETA to JTPA	1983-1984	83	10
Philadelphia service delivery area — annual report to governor	1983-1984	83	11
Apprentice exam	1984	83	12
Philadelphia SMSA — Annual planning information report	1984	83	13
Job placement correspondence	1984-1985	83	14
Grant applications (drafts)	1984-1985	83	15
Operations under JTPA	1985	83	16
Program status summary	1985	83	17
Employment and training conferences	1985-1986	84	1
Connective action plan	1985	84	2
Correspondence (incoming)	1986	84	3
Master plan	1986	84	4
Monitoring manuals	1986	84	5
Seminars for grantees (part 1 of 2)	1985	84	6
Seminars for grantees (part 2 of 2)	1985	84	7
Seminars for grantees (part 1 of 3)	1986	84	8
Seminars for grantees (part 2 of 3)	1986	84	9
Seminars for grantees (part 3 of 3)	1986	85	1
Budget and statistics	1985, 1987	85	2
Miscellaneous	1983-1984	85	3

Series 4. Programs.

B. Job training, job placement, and counseling (CENA, CETA, and JTPA).

B.4. CETA/JTPA client files

Folder title	Date	Box	Folder
Teachers roll book — RESTRICTED until 2050-2051	1975-1976	85 [100]	4
Placement completed reports	1976	85 [100]	5
Employer evaluation for job placement — RESTRICTED until 2052	1977	85 [100]	6
CETA client inquiries	1978-1979	85 [100]	7
CETA participant tracking worksheets — RESTRICTED until 2053-2054	1978-1979	N/A	FF #6
CETA client files (Chickilelie, Andy) — RESTRICTED until 2054	1979	85 [100]	8
CETA participant status report — RESTRICTED until 2054	1979	85 [100]	9
Applications for enrollment — RESTRICTED until 2054-2056	1979-1981	85 [100]	10
CETA participant lists — RESTRICTED until 2055-2057	1980-1982	85 [100]	11
CETA participant tracking worksheets	1982	85 [100]	12
CETA Title III participant list	1982	85 [100]	13
JTPA — CRT lists — RESTRICTED until 2009-2011	1984-1986	85 [100]	14
CETA stipend distribution check lists	1984	85 [100]	15

Series 4. Programs. C. Other

Folder title	Date	Box	Folder
Alcoholism and drug abuse prevention	1975-1980, n.d.	86	1
Child welfare	1978, 1990	86	2
Clothing (inventory)	1980	86	3
Emergency energy assistance	1979, 1990	86	4
Emergency fuel program	1974-1978	86	5
Health care	1975-1989, n.d.	86	6
Housing	1970-1990	86	7
Housing	n.d.	86	8
Legal services	1976	86	9
Senior citizens assistance	1977-1989	86	10
Social programs	1978	87	1
Pow Wow	1985	87	2
Women's program	1977-1983, n.d.	87	3

Miscellaneous	1977-1980, n.d.	87	4
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Series 4. Programs. D. Reference files

Folder title	Date	Box	Folder
American Indian Defense Committee	1963-1974	87	5
Bureau of Indian Affairs	1963-1984	87	6
Bureau of Indian Affairs	n.d.	87	7
Bureau of National Affairs — bulletins	1978	87	8
Department of Education: <i>Federal Registers</i>	1980, 1983	87	9
DHEW: Education and health	1973, 1976	87	10
DHEW: <i>Federal Registers</i>	1973, 1975	87	11
DHEW: <i>Federal Registers</i>	1976-1979	87	12
DHEW: Manuals	1973	87	13
DHEW: Manuals	1976-1977	88	1
Department of Health and Human Services: <i>Federal Registers</i>	1982-1987	88	2
DOL: Bulletins	1976	88	3
DOL: Bulletins	1977	88	4
DOL: Bulletins	1978	88	5
DOL: Bulletins	1979	88	6
DOL: Bulletins	1980	88	7
DOL: Bulletins	1981	88	8
DOL: Bulletins	1982	88	9
DOL: Bulletins	1983	88	10
DOL: Bulletins	1984	89	1
DOL: Bulletins	1985	89	2
DOL: Bulletins	1986	89	3
DOL: Bulletins	1987	89	4
DOL: Bureau of Labor Statistics	1975-1976, 1979	89	5
DOL: <i>Federal Registers</i>	1974	89	6
DOL: <i>Federal Registers</i>	1975-1976	89	7
DOL: <i>Federal Registers</i>	1977	89	8
DOL: <i>Federal Registers</i>	1979	89	9
DOL: <i>Federal Registers</i>	1980, 1983	89	10
DOL: Instructions and manuals	1977-1978	89	11
DOL: ETA Interchange (bulletins)	1975-1981	90	1
DOL: Miscellaneous	1972-1974	90	2
DOL: Miscellaneous	1975	90	3
DOL: Miscellaneous	1976	90	4
DOL: Miscellaneous	1977-1979, 1987	90	5
Eastern Native American Cultural Center	1973	90	6
Indian Rights Association	1973-1974	90	7

International Indian Treaty Council: Economic Situation of American Indian People in the U.S.A.	1976	90	8
International Indian Treaty Council: History and Goals of American Indian Movement	n.d.	90	9
International Indian Treaty Council: A Question of Genocide	1977	90	10
International Indian Treaty Council: The Second International Indian Treaty Conference	1976	90	11
Native American Solidarity Committee	1973	90	12
Wounded Knee Legal Defense/Offense Committee	1974	90	13
Other: Arts and crafts	1973-1979	90	14
Other: Education	1963-1973	91	1
Other: Education	1974	91	2
Other: Education	1979, 1981, 1986	91	3
Other: Education statistics	1971-1972	91	4
Other: Employment	1977-1982	91	5
Other: Legends and myths	1980	91	6
Other: Legislation (treaties, bills, acts, policies)	1964-1969	91	7
Other: Legislation (treaties, bills, acts, policies)	1970-1972	91	8
Other: Legislation (treaties, bills, acts, policies)	1975	91	9
Other: Legislation (treaties, bills, acts, policies)	1976	91	10
Other: Legislation (treaties, bills, acts, policies)	1977-1978, 1985, n.d.	92	1
Other: Maps	1970-1983, n.d.	N/A	FF #3-4
Other: Medical/Health	1972-1977	92	2
Other: Prisoners	1978	92	3
Other: Publications about American Indians — catalogs and lists	1973-1978, n.d.	92	4
Other: Publications about American Indians, misc.	1967, 1973-1990, n.d.	92	5, FF #5
Other: Religion and ceremonials	1973-1874, n.d.	92	6
Other: Trading	1974	92	7
Other: Miscellaneous	1965-1978	92	8
Other: Miscellaneous	1981-1988	92	9
Other: Miscellaneous	n.d.	92	10
Newspaper clippings	1967-1968	93	1
Newspaper clippings	Jan.-May 1973	93	2
Newspaper clippings	Jul.-Aug. 1973	93	3
Newspaper clippings	Sep.-Oct. 1973	93	4
Newspaper clippings	Nov.-Dec. 1973	93	5
Newspaper clippings	1974	93	6
Newspaper clippings	1975-1979	93	7
Newspaper clippings	1980s	93	8

Newspaper clippings	n.d.	93	9
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Series 4. Programs. E. Audio-visual sources

Folder title	Date	Box	Folder
Media Resources Center Productions inventory	1978	94	1
Audio cassettes (two items) and filmstrips (four items): The Southwest (Regional Backgrounds)	n.d.	94	N/A
Filmstrips (six items) Native Peoples of North America	n.d.	94	
Video cassette: UAIDV news and interview broadcast	1978	95	N/A

Series 5. Photographs and artifacts.

Folder title	Date	Extent	Box	Folder
Photos: UAIDV staff, meetings, and events	n.d.	6 items	96	1
Photos: Theron J. Bell - Deputy Director, Minority Business Development Agency, U.S. Dept. of Commerce (biography note included)	n.d.	1 item	96	2
Photos: Victor M. Rivera - Deputy Director, Minority Business Development Agency, U.S. Dept. of Commerce (biography note included)	n.d.	1 item	96	3
Photos: Individuals (identified names)	n.d.	7 items	96	4
Photos: Individuals (unidentified)	n.d.	27 items	96	5
Photos: Unidentified subjects and events	n.d.	7 items	96	6
Photos: Horizon House Drug Rehabilitation Program participants	n.d.	2 items	96	7
Photos: <i>Windwalker</i> Production	1980	13 items	96	8
Photos and contact sheets of fashion demo	n.d.	6 (2 photos, 4 sheets)	96	9
Contact sheets (unidentified images)	n.d.	3 items	96	10
Slide and negative (unidentified images)	n.d.	2 items	96	11
Artifact: Cross-stitch sampler	n.d.	1 item	96	12

Appendix 1. Acronyms/Abbreviations

ANA	Administration for Native Americans
AAE	Adult Advanced Education
ABE	Adult Basic Education
AIC	Apprenticeship Information Center
CENA	Coalition of Eastern Native Americans
CETA	Comprehensive Employment and Training Act of 1973
DHEW	Department of Health, Education, and Welfare
DINAP	Division of Indian and Native American Programs
DOL	Department of labor
GED	General Equivalence Diploma
IES	Interim Evaluation Standards
JTPA	Jobs Training Partnership Act
OHDS	Office of Human Development Services
ONAP	Office of Native American Programs
OPS	Operation Planning System
T/TA	Training and Technical Assistance